

# Admissions Process

McPherson College is an ideal place for students to develop as whole persons, to learn, to explore and to grow. Offering a challenging liberal arts foundation, relevant career-oriented majors, and broad opportunities for internships in real-life settings, McPherson College provides a nurturing environment in which tomorrow's leaders can discover their life's work and their place in the world. Students who invest in the McPherson College experience will discover success measured in terms of classroom achievement, personal relationships, career opportunities and the enrichment of their entire lives.

Individuals wishing to be considered for admission must submit the following:

- A completed Application for Admission
- An application fee is NOT required
- Official copies of all academic transcripts (high school AND college, if applicable)
- Official copy of standardized test scores – Acceptable standardized testing programs are the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT) or the Test of English as a Foreign Language (TOEFL)
- Students who are accepted are required to pay a \$150 deposit prior to being enrolled in classes. \$100 is applied to the student's account. For Automotive Restoration students the deposit is \$250, with \$200 applied to the student's account.

McPherson College welcomes all students, regardless of sex, color, creed, disability, sexual orientation or national origin, with equal opportunity for admission. Specific admissions procedures and criteria follow.

## First-time Freshman Applicants

After the completion of the junior year (6th semester) of high school, an official application form can be submitted online at [www.mcpherson.edu/admissions/application](http://www.mcpherson.edu/admissions/application). Applicants must ask their high school guidance counselor to forward a copy of their secondary school record directly to McPherson College. Students' credentials are reviewed as soon as a completed application is received.

Criteria for admission include a state-certified high school transcript or the completion of the GED, corresponding standardized test scores, and appropriate personal qualifications. Recommendations from high school guidance personnel, teachers and pastors may be examined concerning character traits and personal qualifications. We welcome applications from home school applicants. Students with the following admission criteria are more likely to succeed at McPherson College:

- A minimum cumulative high school GPA of 2.0 (3.0 preferred) and
- A minimum ACT composite score of 18 (20 ACT preferred) or
- A minimum SAT score of 940 (combining critical reading and math)

Students not meeting the minimum admissions requirements may appeal or be referred to the Enrollment Committee for consideration. Please contact your Admissions Counselor for more information.

## Transfer Applicants

Criteria for admission include

- Official copy of transcript(s) from all colleges or universities attended demonstrating satisfactory completion of 12 hours of college-level coursework.
- A minimum cumulative college GPA of 2.0 from all transfer college-level coursework.

Only academic work from accredited institutions will be accepted at McPherson College. Credit accepted for transfer to McPherson College shall count as hours earned. Hours attempted and grade points achieved will not be transferred. Only courses in which a grade of C or better has been earned will be transferred as credit toward graduation. Consequently, a student's grade point average will be dependent upon courses attempted at McPherson College.

Courses taken at another institution to replace a letter grade in a McPherson College course will not be accepted. McPherson College courses taken as a replacement course will be listed on the student's transcript along with the initial and replacement course grades. Both course grades count toward a student's cumulative GPA.

Applicants with fewer than 12 hours of college level credit may be required to take the ACT or SAT examination for diagnostic purposes.

Students who transfer to McPherson College will be expected to complete the general education requirements as outlined in this catalog. Transfer students holding an associate of arts or associate of science degree may be admitted with all earned credits transferring, and with general education foundation and distribution requirements met provided the student is not working toward teacher licensure. Students holding a certificate or degree other than an AA or AS will be evaluated on a course by course basis. Please refer to the General Education Requirements section.

Students wanting to transfer from McPherson College should work with the transferring institution in regards to their transfer credit policy since each institution decides what they will accept for credit.

Transfer students who have earned 64 credit hours may not transfer further two-year college credit. The last 60 hours of the bachelor's degree must be taken at a four-year institution. Credit may be given for the service-training program conducted by the various branches of the Armed Services as

recommended by the American Council on Education in "A Guide to the Evaluation of Educational Experiences in the Armed Forces."

## Reverse Transfer

McPherson College participates in a universal reverse transfer program with the Kansas Community Colleges. This program allows students to receive an associate's degree from their most recent community college by combining credits earned at McPherson College with credits earned at the community college. Students who transfer at least 45 credit hours to McPherson College from Hesston College, Donnelly College, or any Kansas public community college are eligible to participate in the reverse transfer program.

Students who wish to participate should contact the Registrar's Office and sign a Reverse Transfer Agreement. At the end of each semester, McPherson College will submit an official transcript back to the student's community college for each student who is enrolled in the Reverse Transfer program and has at least 60 cumulative earned credit hours. Once the student has met all degree requirements for their declared associate's degree, the community college will award the associate's degree to the student.

## Returning Applicants

Students who have previously attended McPherson College and who have interrupted their McPherson College program for longer than the period of one semester must make application for readmission by submitting:

- A completed Reapplication for Admissions
- Copies of academic transcripts from McPherson College and any colleges/universities the student has attended (students must possess a minimum cumulative GPA of 2.0)

## International Applicants

All non-United States citizens who are not permanent residents and who wish to study at McPherson College must complete the International Student Application.

Required Materials for Admission to McPherson College:

1. International Application for Admission
2. Official copies of your academic records submitted to INCRED (International Credential Evaluation).
  - Create an account at <https://incredevals.org> and upload an official copy of your transcript. Please choose McPherson College as the recipient of the evaluation. INCRED charges a fee for processing. If the applicant is wanting to see if they are eligible to receive college credit for higher level high school work, they should choose the course by course evaluation.
3. Official TOEFL or SAT scores are required for all international students.
  - English proficiency is verified by the results of the Test of English as a Foreign Language (TOEFL.) Required minimum TOEFL score for McPherson College is **79**. McPherson College TOEFL code is 6404.
  - The SAT can be substituted for the TOEFL with a minimum required score of **940** composite (Reading and Math only.) McPherson College SAT code is **#6404**.
4. Affidavit of Support/Bank Statements
  - The affidavit should be signed by the party responsible for payment. Include with the affidavit 6 months of bank statements that support the ability of the responsible party to make payment.
5. A photocopy of your passport. To ensure that immigration documents are prepared accurately, please provide a copy of your valid passport.

### Once a student is ACCEPTED

- A letter of Acceptance will be emailed to you at the email address you supply on your application.
- Please submit your \$500 Enrollment/Housing Deposit.

### I-20 - will be sent **ONLY** after your \$500 Enrollment/Housing Deposit is received

The I-20 is mailed to you at the address listed on your application. You will use this to obtain an F-1 Visa which will allow you to enter the US to attend McPherson College.

Please work with the Admissions Office to arrange pick-up from the Wichita, KS (ICT) Airport.

## Automotive Restoration Applicants

Individuals interested in studying automotive restoration technology must be admitted separately to the program after being admitted to the college. Enrollment in the automotive restoration technology program is limited. To be admitted into the program, an applicant must:

- Apply to McPherson College and be accepted.
- Prepare and Upload the Following Materials to Slideroom:

1) A brief statement of interest (between 100 - 500 words) describing the applicant's motivation for seeking a bachelor's degree in Automotive Restoration at McPherson College;

2) A résumé outlining applicant's education, activities, honors, employment, service and leadership experience where applicable;

3) Submit six to 25 images that represent applicant's aptitude for restoring antique automobiles or motorcycles, where applicable. Personal experience in automotive restoration is beneficial, but examples of an applicant's skills and/or craftsmanship in other areas are acceptable. Images that show a progression of work or that illustrate work in process are particularly meaningful to reviewers. All images should be accompanied by captions. The captions may be included in the images themselves, added to the end of applicant's statement of interest, or uploaded as a separate file.

Submit the aforementioned materials to Slideroom using the following link: <https://mcphersoncollegeautore restoration.slideroom.com>. There is a \$10 fee that must be paid to Slideroom for the use of this service. Once accepted to the college, applicant's materials will be reviewed in their entirety. A decision will be made within three to five business days. Applicants will be notified by email and a letter regarding the outcome of this review.

- Upon acceptance into the automotive restoration program, students must submit a \$250 deposit to reserve their place. \$200 of the deposit will be applied to the student's account. **Entrance to the program is not finalized until acceptance and deposit are completed.**
- Early applications are encouraged because the number of students admitted to the program is limited.

## Mid-year Undergraduate Entrance

Most baccalaureate degree programs are available to students who wish to start their academic careers second semester. Consequently, each year a number of students enter the college at the beginning of the spring semester. The Admissions Office welcomes inquiries concerning mid-year entrance.

## Applicants for M.Ed. or Graduate Courses in Education

Students may choose any of the following options when applying to the graduate program: ESOL licensure courses, SPED licensure courses, or combine those courses with the core graduate courses to pursue a M.Ed. degree.

### Applying for ESOL licensure and/or SPED licensure:

- Application for Admission
- Official college transcript showing bachelor's degree earned

### Applying to M.Ed. Program with ESOL or SPED licensure:

- Application for Admission
- Official transcripts for all colleges attended and showing bachelor's degree earned
- College GPA of 3.0
- Essay stating professional goals (300 words) - please email to [teachered@mcpherson.edu](mailto:teachered@mcpherson.edu)
- Two letters of recommendation

All materials are reviewed by a subcommittee of the Teacher Education Board. The subcommittee's recommendation is forwarded to Teacher Education Board for final approval.

### Conditional Admission

Candidates not meeting the GPA requirement identified above may be admitted to the program on a conditional status assuming there is reasonable evidence of candidate success. Conditionally admitted candidates must earn a minimum GPA of 3.0 in their first six hours in order to remain in the program.

## Transfer of Graduate Credits

After acceptance into the M.Ed. program, students who have previously completed graduate credit hours at another accredited institution may apply to have up to 15 graduate credit hours accepted toward the M.Ed. degree as long as those credits have been earned in the last 10 years at the time of entry into the master's program.

To request that previously-earned credits be considered for transfer, the student must submit a final official graduate transcript along with a formal request listing the credits from the transcript the student wants considered for transfer. The formal request should include descriptions of the coursework and how it meets the requirements of the M.Ed. program at McPherson College.

Only courses in which a grade of B or better has been earned will be accepted for credit toward the M.Ed. degree. Consequently, a student's grade point average depends upon courses attempted at McPherson College only. The director of the M.Ed. program at McPherson College evaluates which courses qualify for transfer. The program director may request further information from the student, for example, course descriptions or syllabi, before making a recommendation to the registrar. With the program director's recommendation in hand, the registrar makes the final decision about the transfer credits. The registrar's decision is final and cannot be appealed.

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# Admissions Policies

## Notification of Admission

Notification of acceptance is given in writing, usually within one week of completion of the application process.

Students who are admitted through the Admissions Appeal process may receive conditions of enrollment with the acceptance letter. Restrictions for conditionally admitted students continue through the first semester of enrollment. At the completion of the first full semester, the student's academic progress will be evaluated.

Students may be admitted based on partial high school (6th or 7th semester) or college transcripts and exam score reports. However, students must provide FINAL OFFICIAL copies of all academic documentation prior to enrollment:

- High School Transcript - Must include official seal or signature and be sent to McPherson College directly from your school. Transcript should include graduation date and cumulative GPA.
- College/University Transcript - Must include official seal or signature, include grades for final semester of attendance and be sent directly from the college/ university to McPherson College.
- ACT/SAT Score Reports - Must be sent directly from ACT or the College Board to McPherson College OR have the official ACT/SAT score reported on the official high school transcript.

Students will receive regular reminders from the Office of Admissions identifying information needed to complete the admissions and financial aid record.

## Provisional Acceptance

There is often a cost associated with requesting an official transcript from a college or university. In an attempt to avoid paying the fee several times by requesting official transcripts in the middle of the semester and after the completion of the semester, there is an option to offer Provisional Acceptance to a transfer student without official transcripts. Provisional Acceptance allows the student to continue through the admissions process. Students with provisional acceptance can deposit and secure their housing and enrollment as well as receive their financial aid package. Provisional Acceptance must be resolved by August 1st for the fall semester applicant and January 15th for the spring semester applicant. Students that remain at Provisional Acceptance will be taken out of the next term course(s)/or not allowed to enroll in the subsequent term if final official transcripts are not received before the 20th day of classes.

Here are the guidelines for provisionally accepting transfer students:

- Unofficial transcripts must include the institution name, student name, and all courses (pass/fails/withdrawals) included.
- Unofficial transcripts must have grades for the last completed semester included on the transcript.
- We must have transcripts (unofficial or official) from all schools the student has attended.
- Provisional Acceptance will be approved by the Vice President for Enrollment.
- Official transcripts must be received by August 1 for those entering in the fall and by January 15 for those entering in the spring.

## Conditional Admittance

Individuals who do not meet the admissions criteria may be considered for conditional acceptance to McPherson College. The Vice President for Enrollment and the Vice President for Academic Affairs will together evaluate the student's academic history to determine if the student is accepted "conditionally" or denied acceptance. The "conditional" acceptance may include but not limited to the following conditions:

1. Meet with the Vice President for Academic Affairs prior to the start of the semester.
2. Enroll in no more than 12-13 total semester hours during the first semester.
3. Enroll in College Reading/Study Skills - ID109 - 2 hours.
4. Enroll in College Rhetoric - EN110 - 3 hours.
5. Enroll in College Learning Skills - ID100 - 1 hour
6. Meet regularly with your academic advisor as directed by him/her.
7. Make satisfactory academic progress.
8. Complete every course for which you are enrolled earning a grade of "C" or better.
9. Regular class attendance is required.
10. Any unexcused absences may result in academic suspension.
11. Meet with the Director of the Center for Academic Development for an assessment of your academic plans and goals and arranging for any services that may be necessary to assist you in being successful..

Admissions representatives are available to answer questions related to this process. All appeals must be submitted to the Office of Admissions where they will be forwarded to the Enrollment Committee for consideration. Students will be notified in writing of the committee's decision.