

Mid-Atlantic Christian University Academic Affairs Policy #2

SUBJECT: Admission of Students in School of Undergraduate Studies

DATE: August 23, 1996

REVISED: 9/14/11, 8/9/12, 4/10/13, 2/11/15, 2/10/16, 3/21/18, 9/9/20, 5/25/21, 3/22/22,
6/8/24

NEXT SCHEDULED REVIEW: Odd-number years in February

APPROVED BY BOARD OF TRUSTEES: May 6, 2022

Policy for: Admissions officers and applicants to MACU

Procedure for: Admissions and Registrar's Office

Authorized by: VPAA

Issued by: Board of Trustees

I. Purpose

This policy statement partially addresses "Standard 10.5 Admissions Policies and Practices" of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2024 edition).

II. Policy & Procedure

Application Process

Degree or Certificate Seeking Students

To apply for admission to Mid-Atlantic Christian University, prospective students should submit the following materials by August 1 for each fall semester and December 15 for each spring semester:

1. Application for admission

Applicants may apply online: <https://apply.macuniversity.edu>

2. High School Transcript

School of Undergraduate Studies - Applicants must submit documentation showing high school completion or the equivalent. A current high school student should submit a high school transcript showing all course work completed to date and an official final transcript after graduation verifying successful completion of secondary education. Home schooled students must submit an official copy of their transcript, showing all course work taken and grades received, and a copy of their home school registration with the state division of non-public education. Transcripts should reflect class rank and cumulative GPA. Minimum guidelines for acceptance for applicants who are 20 years old or younger with fewer than 24 transferable college credits is an unweighted GPA of 2.0 on 4.0 scale.* Applicants 21 years old or older do not have a minimum high school GPA requirement.

Applicants who completed the GED should submit all partial high school transcripts and an official General Education Development (GED) transcript. The minimum guideline for acceptance of the GED is a score of 165. Scores between January 1, 2002, and December 31, 2015, should be 2250; the average of the five test scores must be 450, and there must be a minimum score of 410 on each of the five tests. GED scores prior to January 1, 2002, must have a score of 225; the average of the five test scores must be 45, and there must be a minimum score of 41 on each of the five tests. If any of the individual test scores are below the minimum score of 410 or 41, this may result in a provisional acceptance.

In the event MACU has reason to believe a high school diploma is not valid or was not obtained from an entity that provides secondary school education, MACU will conduct additional research to determine if the diploma is valid. Additional research may be performed when:

- No apparent state legal authority for high school or G.E.D.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center"
- High school diplomas/transcripts/GED's that were purchased and/or completed online
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" type corrections have been made

Should any of the above exist, MACU will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact

provides secondary school education. If MACU is unable to obtain the required information, MACU will contact the state where the school is located in an attempt to obtain the appropriate documentation.

- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick and mortar traditional high school.

Ultimately, if MACU is not reasonably certain a high school diploma or G.E.D. is valid, the student will be required to take the ATB test for admission. MACU's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.

3. SAT/ACT/CLT results

Applicants who are 20 years old or younger with fewer than 24 transferable college credits and whose GPA is below a 2.5 must submit scores for the Scholastic Aptitude Test (SAT) or the Academic Competency Test (ACT) or the Classical Learning Test (CLT). The minimum guidelines for acceptance are a combined Verbal and Math score of 960 (new) or 860 (old) on the SAT I or an ACT composite score of 18 or a composite score of 61 on CLT.*

4. University transcripts

In addition to an official final high school transcript, applicants who have attended college prior to their application to Mid-Atlantic Christian University are to submit an official copy of their transcript from each institution previously attended. Applicants currently in the middle of a semester should submit a transcript with the application and then a final transcript at the end of the semester. A statement concerning their progress and conduct may be requested from these institutions.

Transfer students must have a cumulative grade point average of 2.0 or above.* A transfer student previously on academic or disciplinary probation or suspension may be admitted on probation with stipulations at the discretion of the Application Review Committee. Applicants who were on probation or suspension more than five years prior to application to Mid-Atlantic Christian University will be considered on a case by case basis.

5. Other

The Application Review Committee may request additional educational or character references or an interview to give additional information during the consideration of an application for admission.

Non-Degree Credit Seeking Students

A non-degree-seeking student may earn a total of 12 credit hours. These hours can be taken through the University's distance learning opportunities, off-site course locations, or on campus. No federal financial aid is available for non-degree-seeking students.

To be eligible to enroll in additional hours, individuals who have earned 12 credit hours must meet the application/admission requirements for degree-seeking status.

1. Application for admission

Applicants may apply online: <https://apply.macuniversity.edu>

High School Dual-Enrolled Students

Individuals who are still in high school may apply for admission as a dual-enrolled non-degree seeking student. High school students will not be permitted to enroll for more than twelve credits per semester. No more than 24 credit hours may be earned as a high school dual-enrolled student. Individuals who have earned 24 credit hours must meet application/admission requirements for degree seeking status to be eligible to enroll in additional hours.

1. Application for admission

Applicants may apply online: <https://apply.macuniversity.edu>

2. High school transcript

A current high school student should submit a high school transcript showing all course work completed to date. Home schooled students must submit an official copy of their transcript, showing all course work taken and grades received, and a copy of their home school registration with the state division of non-public education. Transcripts should reflect a cumulative GPA.

3. SAT/ACT/CLT results

If available, applicants are to submit scores for the Scholastic Aptitude Test (SAT) or the Academic Competency Test (ACT) or the Classical Learning Test (CLT). The minimum guidelines for acceptance are a combined Verbal and Math score of 960 on the SAT or an ACT composite score of 18, or a composite score of 61 on the CLT.*

Returning Students

Individuals who previously attended Mid-Atlantic Christian University and withdrew from a semester or have not attended MACU for at least one semester must reapply for admission. If the applicant has attended any other college or university since leaving MACU, he/she must also submit those college or university transcript(s). Applicants currently in the middle of a semester should submit a transcript with the application and then a final transcript at the end of the semester.

Individuals who previously attended Mid-Atlantic Christian University and withdrew in order to perform military service must reapply for admission. As long as the leave of absence was not greater than ten semesters, the veteran will be readmitted with the same academic status as when he or she was last in attendance. The veteran will be allowed to complete the program of study in effect at the time of withdrawal. These provisions are only applicable to veterans who receive an honorable discharge. (HEA Title IV, Section 484C)

Students dismissed from MACU for disciplinary reasons must receive written permission from the Vice President for Student Services and submit this letter with their application for admission. Students dismissed for academic reasons must complete at least 6 semester credit hours that are transferrable from an accredited institution of higher education, and earned at least a 2.00 GPA in that course work. Students who have previous financial obligations to the university must clear their accounts in order to re-enroll.

1. Application for admission

Applicants may apply online: <https://apply.macuniversity.edu>

2. University transcripts

Applicants who have attended college prior to their application to Mid-Atlantic Christian University are to submit an official copy of their transcript from each institution previously attended. A statement concerning their progress and conduct may be requested from these institutions. Applicants currently in the middle of a semester should submit a transcript with the application and then a final transcript at the end of the semester.

Transfer students must have a cumulative grade point average of 2.0 or above.* A transfer student previously on academic or disciplinary probation or suspension may be admitted on probation with stipulations at the discretion of the Application Review Committee. Applicants who were on probation or suspension more than five years prior to application to Mid-Atlantic Christian University will be considered on a case-by-case basis.

Audit Only Students

Individuals may take courses for no college credit for a number of reasons. Costs are considerably lower for audit hours. Audit students are not required to do assignments or take tests. If all courses are taken for audit only, the following admission requirements apply:

1. **Application for admission**

Applicants may apply online: <https://apply.macuniversity.edu>

* The University may grant provisional or probational acceptance to students whose records do not conform to these guidelines but who do exhibit potential for success. (Provisional status for first-time freshmen and students with fewer than 12 attempted college credits, academic probation status for students having at least 12 attempted college credits. See Academic Policies section of the catalog.)

Submit application materials to:

Office of Admissions
Mid-Atlantic Christian University
715 N. Poindexter Street
Elizabeth City, NC 27909-4054

Individuals are encouraged to complete the admission, registration, and financial aid processes in a timely manner. (See Calendar of Events in the Directory for semester registration dates.)

All applications are reviewed on a rolling acceptance basis—as soon as all the required materials are received, the Application Review Committee reviews the application file and makes an acceptance decision. Interviews may be requested at the discretion of the Application Review Committee. Once an acceptance decision has been made, the applicant will be notified promptly and will receive further enrollment information.

Admission to Mid-Atlantic Christian University does not guarantee successful completion of any particular program of study. Mid-Atlantic Christian University does not discriminate on the basis of race, sex, color, or national or ethnic origin in the recruitment and admission of students or in the operation of any of its programs and activities.

International applicants. Mid-Atlantic Christian University is approved under federal law for the education of non-immigrant alien students. The University has adopted prerequisites

for admission to ensure a profitable experience for the student and overall benefit for the kingdom. Students who are sincerely interested in preparing for Christian service should contact the Office of Admissions for a listing of prerequisites and further admissions information.

International applicants interested in enrolling at Mid-Atlantic Christian University must have satisfactorily submitted all materials required in the application process at least 90 days prior to the beginning of the semester of desired enrollment.

International applicants are required to have a transcript evaluation completed for the transcript that attests to the equivalency of high school graduation and for any transcripts for which the applicant desires consideration be given to transfer credit for college/university level courses. Please contact the Admissions Office for more details on how to complete this requirement.

We require all applicants whose first language is not English to adequately demonstrate English competency as a part of the application process. Students may demonstrate competency in one of six ways:

- 1) by submitting scores from IELTS (International English Language Testing System) with an overall band score of a 6.5 or higher,
- 2) by submitting scores from TOEFL (Test of English as a Foreign Language) with an overall score of 80 for iBT, or 550 paper exam,
- 3) by submitting scores from Cambridge English Assessment on C1 Advanced exam, formerly known as Cambridge English: Advanced (CAE) with a score of 180 or higher (CEFR Level C1, grade C),
- 4) by submitting scores from Duolingo with an overall score of 105,
- 5) by submitting scores from SAT or ACT. The minimum score for SAT Writing and Language is 27 and SAT Evidenced Based Reading and Writing is 470 and minimum score for ACT English/Writing is 20, or
- 6) by completing twenty-four semester credit hours at an accredited US college or university that includes the equivalent of ENGL 101 English Composition I with a grade of "C" or better.

Mid-Atlantic Christian University only accepts scores submitted electronically by the IELTS test center. No paper Test Report Forms will be accepted. An institutional code is NOT required. Please contact the test center directly where you took the IELTS test and request that your test scores be sent electronically using the IELTS system. All IELTS test centers worldwide are able to send scores electronically to our institution.

Mid-Atlantic Christian University accepts scores electronically or by paper from TOEFL. Applicants submitting TOEFL scores must have a reading subscore of 22 and writing subscore of 18. Applicants who meet the overall score but lack a specific subscore may be admitted but will be required to complete a study skills course designed for international students.

Transfer students. Mid-Atlantic Christian University will grant transfer credit for comparable coursework completed at another college if: (1) that college is accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (DOE), (2) the student earned a grade of “C” or better in the course, and (3) the coursework is relevant to the program of study the student wishes to enter at Mid-Atlantic Christian University. If the institution is not accredited, courses may be transferred if it can be documented that they are relevant, represent collegiate coursework, and are taught by qualified faculty.

Coursework that leads to the Associate of Applied Science degree that is career/technical in content is normally not transferable (e.g., HVAC or cosmetology courses). However, MACU will consider transferring up to twelve (12) semester credit hours as elective hours if the coursework is designated by the originating institution as at least a 200 level course.

Students must submit official transcripts of all work done at other colleges. College Level Examination Program (CLEP) and Advanced Placement (AP) scores must be reported by the testing service. A student desiring to have his or her transcripts evaluated before enrolling at Mid-Atlantic Christian University should send a written request to the University Registrar.

A transfer student eligible to receive Department of Veterans Affairs (DVA) benefits must have on file in the Office of the Registrar an official final high school (or equivalent) transcript and official college transcripts showing at least 16 earned credit hours. Official transcripts for all previous college work must be on file. All college transcripts must be evaluated and any appropriate transfer credit granted before the student’s enrollment will be certified for DVA benefits.

If a student was on academic probation or suspension at the last college attended prior to enrolling at Mid-Atlantic Christian University, and if this attendance was within the last five years, the student may be admitted on probation at the discretion of the Application Review Committee. If admitted, such students must earn a minimum GPA of 2.00 the first semester in order to remain enrolled (see the Academic Policies section of this catalog).

Veterans and dependents. Mid-Atlantic Christian University offers programs that are approved by the State of North Carolina to enroll veterans, participants, military, and dependent persons. Such persons should complete the Application for Benefits (Form 22-1990) and send it to their local Department of Veterans Affairs (DVA) office.

Prospects should complete the application process for admission to Mid-Atlantic Christian University. Once admitted, the prospect should file a Certificate of Eligibility with the Registrar’s Office. At the time of registration the Registrar will certify enrollment for those who are eligible for DVA benefits. Individuals entitled to DVA benefits cannot be certified for benefits until their successful completion of high school or the equivalent is documented

by an official final high school transcript (or equivalent) and official college transcripts from each college attended.

Applicants eligible for DVA benefits who have prior collegiate experience must also have all college transcripts on file at Mid-Atlantic Christian University. All transcripts must be official, be evaluated, and any appropriate credit granted before the student's enrollment will be certified for DVA benefits. Assistance may be available for DVA-eligible individuals who must enroll in Basic Studies to strengthen language, mathematical, and computer skills.

Students who previously attended Mid-Atlantic Christian University and withdrew in order to perform military service must reapply for admission. As long as the leave of absence was not greater than ten semesters the veteran will be readmitted with the same academic status as when he or she was last in attendance. The veteran will be allowed to complete the program of study in effect at the time of withdrawal. The application fee will be waived. These provisions are only applicable to veterans who receive an honorable discharge. (HEA Title IV, Section 484C)

Conditional Acceptance. Mid-Atlantic Christian University may grant to an applicant "Conditional Acceptance" to the University if, in the judgment of the Admissions staff, all the requirements for admission have been met, but the university has not received final/official transcripts or official score reports. No financial aid (federal aid or institutional aid) will be disbursed until all final, official transcripts are received.

Final/official transcripts for the fall semester must be received by August 1. Final/official transcripts must be received 2 weeks before the start date of all other semesters. If final/official transcripts are not received by the dates given, a student can be withdrawn from all courses and denied admission to Mid-Atlantic Christian University.

If, upon receiving final/official transcripts or official score reports, it is determined that the student has not met admission standards, then that student will be withdrawn immediately from all courses and denied admission to Mid-Atlantic Christian University. Such action may result in the student having financial burdens dependent upon federal financial aid guidelines.

Variances may be granted by the VPAA or the Registrar for an extended deadline if the necessary paperwork is submitted (E.g.; Notice of payment completed or to be completed in a timely manner from other universities, notice of transcript request submitted, but not yet received).

For online students, if the conditions for acceptance are not met by the end of the current enrollment session, the student will be denied an opportunity to register for any subsequent session until the conditions are satisfied. For on-campus students, if the conditions for acceptance are not met by the end of the first two weeks of the semester

(i.e., drop/add date) the student will be administratively withdrawn from the current semester.

III. Published

MACU Academic Catalog

IV. Reason for Revision

V. Appendices