

ADMISSION OF STUDENTS: TRADITIONAL PROGRAMS

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Note: For admission to Professional Studies, see page 134.

GENERAL ADMISSIONS POLICY AND PROCEDURES

Shorter College strives to enroll a diverse student body so that the best possible learning environment will be provided. The College does not obligate itself to admit all students who meet admission requirements. In determining admissions, consideration is given to the compatibility of the student's purpose and interests with the basic philosophy of the College as a Christian liberal arts institution, as well as to the student's ability to benefit from a college education at Shorter.

The Admissions Staff makes admissions decisions in accordance with the guidelines set by the Admissions Committee at the beginning of each academic year. Each candidate's application is reviewed by a member of the Admissions staff and the Director before the final decision is made. Final admissions decisions are made by the Director of Admissions, or if required by policy guidelines, by the Admissions Committee. The application is considered an application for admission and also for basic academic scholarship.

Admissions decisions are based on a combination of the following, depending on the candidate's

prospective classification (freshman, transfer, etc.): the candidate's academic course curriculum; academic grade-point average; the compatibility of the student's purpose, interests, and character with institutional values; and SAT or ACT scores. Other information which may be considered in individual cases includes class rank, the personal written statement as recorded in the application, the recommendation of a guidance counselor or other appropriate official, TOEFL scores (international students only), the results of a personal interview if required, and the recommendation of the Shorter Admissions staff.

Files are reviewed as soon as all required credentials are collected. Decisions and offers of admission for Fall semester will be communicated to applicants beginning November 1 of the year previous to the applicant's enrollment. Rising high school seniors may apply as soon as complete transcripts which include the entire junior year are available.

A student who is denied admission by the Admissions Committee may appeal this decision through the Admissions Appeals Committee.

TYPES OF ADMISSION

UNCONDITIONAL ADMISSION

When an applicant meets all guidelines as set by the Admissions Committee, he or she is admitted unconditionally. The Admissions Committee reserves the option to offer other types of admission based on the merits of the individual applicant.

CONDITIONAL ADMISSION

Offered to students who do not meet regular admission standards, but who in the opinion of the Committee demonstrate the potential for academic success at Shorter. This is a full admission to the College with the requirement that an academic condition be satisfied; typically, the student is limited to 14 academic semester hours during the first term and must earn no less than a 2.0 grade-point average. The Admissions Committee reserves the right to adjust the conditions for the individual applicant in question.

PROVISIONAL ADMISSION

A student may be admitted on a provisional basis if all credentials have not been received. Students are admitted with the provision that the required documents are received and approved by the Office of Admissions not later than one week after the last day of the drop/add period of the student's beginning semester. Failure to provide the necessary documentation will result in the loss of tuition and fees and dismissal from course(s) the provisionally admitted student is attending. Provisional students are not fully admitted, and may not receive institutional, federal, or state funded financial aid until the required documents are received and approved.

EARLY ADMISSION

High school students who have completed the junior year and have outstanding academic records may be considered for early admission. Applicants for early admission should contact the Office of Admissions for specific admission requirements.

DEGREE-SEEKING APPLICANTS: DEFINITIONS

TRADITIONAL FRESHMAN

An applicant who has had no previous college course work, other than courses completed through joint enrollment in a college while still in high school, and who completed high school less than five years before application to Shorter.

NON-TRADITIONAL FRESHMAN

An applicant like the above, with no previous college courses, but who is older than the traditional freshman, typically 23 years old or more, and who completed high school five or more years before application to Shorter. Some of the academic requirements for admission may be waived at the discretion of the Admissions Committee. An interview and placement testing may be required.

HOME-SCHOOLED FRESHMAN

An applicant who has received all or part of his/her secondary schooling at home and who therefore has not received a traditional college preparatory high school diploma. Each applicant will be reviewed individually according to the materials submitted. A personal interview with admissions personnel and/or the Admissions Committee may be required before a decision is reached.

TRADITIONAL TRANSFER

An applicant who has been enrolled at another institution after high school graduation and wishes to seek a degree at Shorter.

NON-TRADITIONAL TRANSFER

An applicant who has been enrolled at another institution, but who is older than the typical transfer; at least five years have elapsed since the nontraditional transfer's last college enrollment. Some of the academic requirements for admission may be waived at the discretion of the Admissions Committee. An interview may be required.

ADVANCED FRESHMAN

A transfer student (see above) who has earned less than 27 transferable college semester hours or equivalent.

INTERNATIONAL STUDENT

An applicant who is not a citizen or permanent resident of the United States. The United States government makes special requirements in addition to Shorter's admissions requirements.

READMISSION STUDENT

A student who was academically or socially suspended from Shorter College, or was absent for one or more semesters, not including summers.

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

TRADITIONAL FRESHMEN

The applicant must provide:

1. A completed Shorter College application with \$25 fee, which includes a written personal statement which reflects compatibility between the student's goals and the mission and goals of the College.
2. An official high school transcript or official GED scores, embossed or stamped and signed as official by the high school guidance office.
3. An official SAT or ACT score report, either sent from the College Board or ACT at the prospective student's request or included on the official high school transcript.

Additional information which may be required at the discretion of the admissions staff or committee:

1. An essay written by the student discussing topics as determined by the admissions staff or committee.
2. A recommendation from the high school guidance counselor or principal or other appropriate official approved by the admissions staff or committee.
3. Interviews with officials as deemed necessary by the Admissions Committee.

HIGH SCHOOL TRANSCRIPT REQUIREMENTS

A minimum of 16 academic units, distributed as follows:

English	4 units
Mathematics	4 units: Algebra I and II, Geometry, an advanced Math beyond Algebra II
History/Social Science	3 units
Science	3 units
Foreign Language	2 units

An academic grade-point average is computed as follows: A's receive 4 points, B's receive 3 points, C's receive 2 points, and D's receive 1 point with 0 points given for F's. Advanced Placement courses only will be given one extra quality point per unit when evaluating academic GPA. If quality points have already been factored into the student's grade, the additional point will not be added.

Before processing the application, Admissions staff will check for a completed application with personal statement and \$25 fee, official high school transcript, SAT or ACT scores, etc., as outlined above. Admissions staff will send special audition forms to the applicant as required for certain majors. After the application is evaluated, a letter will be sent notifying

the applicant of his or her status. If the applicant is accepted, an "Intent to Enroll/ Deposit" form is sent, along with other applicable forms pertaining to financial aid, scholarships, and the like.

NON-TRADITIONAL FRESHMEN

The applicant must provide:

1. A completed Shorter College application with \$25 fee, which includes a written personal statement which reflects compatibility between the student's goals and the mission and goals of the College.
2. An official high school transcript or official GED scores, embossed or stamped and signed as official by the high school guidance office.

The SAT/ACT requirement is waived for nontraditional freshmen, but students not submitting acceptable scores will be required to participate in a personal interview and/or placement testing with admissions personnel.

The computation of academic GPA and the procedure for evaluating applications is the same as described above under Traditional Freshmen, except for SAT/ACT scores.

INTERNATIONAL FRESHMEN

An international applicant living outside the United States will be evaluated based on grades, class rank and:

1. If the native language is not English, ONE of the following kinds of evidence of English ability:
 - a. An official Test of English as a Foreign Language (TOEFL) score report showing a paper score of not less than 500 or a computer based score of not less than 173.
 - b. An official report showing a Michigan Test Battery score of 80 or better.
 - c. Certification of Level 109 completion from ELS Language Centers.
 - d. A transcript from a United States high school or equivalent.
 - e. In unusual cases, a written essay to be reviewed by the English faculty, or satisfactory SAT or ACT scores.
 - f. Evidence that the prospective international student, or families or sponsors are financially able to support the student while here. This may be in the form of a letter from

the sponsor's bank, a statement from the sponsor's employer, a report from a commercial rating concerning the sponsor's business, or an account of investments owned by the sponsor. Once acceptance has been determined, international students are required to submit a \$3,000 deposit before an Immigration and Naturalization Service Form I-20 will be issued. This document enables the student to apply for a United States student visa.

2. If an international student is already in the United States on any visa other than a tourist/business visa (B-1/B-2) the above steps may not be necessary: for example, an F-1 visa used to attend a United States high school, or a nonimmigrant dependent visa. However, if the student holds a nonimmigrant dependent visa as the child of a person with another nonimmigrant visa, he or she must petition for a change of visa status to F-1 Student before reaching age 21.

Sometimes it is necessary to secure evaluation and interpretation of a prospective student's academic credentials from an outside agency. If engaging such a service is necessary to determine a student's eligibility to enter Shorter College, the student will be asked to pay for this service.

ADMISSION OF STUDENTS WITH PREVIOUS COLLEGE WORK

TRADITIONAL TRANSFERS

The applicant must provide:

1. A completed Shorter College application with \$25 fee, which includes a written personal statement which reflects compatibility between the student's goals and the mission and goals of the College.
2. An official high school transcript or GED transcript, embossed or stamped and signed as official by the high school guidance office, UNLESS the applicant has earned 27 or more transferable college semester hours.
3. An official college transcript from EACH institution previously attended, embossed or stamped and signed by the appropriate official.
4. An official SAT or ACT score report, either sent from the College Board or ACT at the prospective student's request or included on

JOINT ENROLLMENT

High school students entering their senior year may be admitted as joint enrollees. High school students who have completed the junior year (rising seniors) may be admitted as Rising Seniors. Such students should have above average grades and above average SAT or ACT scores. Applicants in these classifications should contact the Admissions Office for specific admission requirements.

INTERNATIONAL BACCALAUREATE POLICY

Shorter College recognizes the quality of the International Baccalaureate Program and welcomes applications from students who have taken courses in the IB Program. Credit is given for the IB Higher Level examination passed with grades of 5, 6, or 7. Students are required to provide a certified copy of the IB examination results. No credit is awarded for IB Subsidiary examinations.

Acceptance of IB courses may require evaluation with the Registrar and with the chairs of granting departments to assure that standards have been met and to determine authenticity and equivalency of particular courses.

ADVANCED PLACEMENT AND CLEP

Course credit is awarded on the basis of satisfactory scores on the CLEP and Advanced Placement examinations. Scores of 3 or higher on Advanced Placement are accepted for credit. Contact the Admissions Office for specific information.

the official high school transcript, UNLESS the applicant has earned 27 or more transferable college semester hours.

Additional information which may be required at the discretion of the admissions staff or committee:

1. An essay written by the student discussing topics as determined by the admissions staff or committee.
2. A recommendation from the appropriate administrator at the last college attended.

For unconditional acceptance as a transfer student, the applicant must have a college grade-point average, based on grades from transferable courses, of not less than 2.0 on a 4-point scale through at least one year (27 or more transferable semester hours) of full-time enrollment at a regionally accredited postsecondary institution. This transfer GPA is computed by the Shorter College Registrar after all official transcripts have been received and evaluated. If the transfer GPA is below 2.0, the applicant may be

accepted, but will be placed on Academic Probation. That probation will be lifted when the student's cumulative GPA reaches 2.0.

ACCEPTANCE OF TRANSFER CREDIT

If the transfer GPA is 2.0 or above, all college-level passed courses will be accepted for credit, as long as they are not in violation of a departmental grade standard. The minimum acceptable grade for a course transferred as ENG 1010 or ENG 1020 is C. If the student is accepted on academic probation, only those courses passed with a grade of C or better will be accepted. Lifting the probation, as described above, does not change the acceptance of credit.

Transfer students who have completed a transfer Associate degree from an accredited two-year college will usually be admitted to Shorter College with Junior class standing. Students who have followed a core curriculum similar to those in Georgia University System two-year colleges will have met most Common Core requirements, except for one religion course, one computer science course and any specific general education courses prerequisite to or required for a given major. Other transferable courses will count toward Common Core requirements to the extent that they are comparable to Shorter Common Core courses.

Shorter College may accept a maximum of 66 credit hours from two-year schools toward a degree. No more than 93 credit hours will be accepted toward a degree from all institutions attended, including four-year colleges. All college coursework will be used to calculate the student's eligibility for the HOPE scholarship. Evaluation of transfer credit is provisional until the student enrolls and presents official transcripts from all institutions previously attended.

Before processing the transfer application, Admissions staff will check for a completed application with personal statement and \$25 fee, official transcripts from all colleges attended, official high school transcript (if required; see Advanced Freshman below), recommendation, and SAT or ACT scores (if required). Admissions staff will send special audition forms to the applicant as required for certain majors. The Registrar will evaluate all college transcripts for transferable credit and will calculate the applicant's college grade-point average from these transcripts. After the application is evaluated, a letter will be sent notifying the applicant of his or her status. If the applicant is accepted, an "Intent to Enroll/Deposit" form is sent, along with other applicable forms pertaining to financial aid, scholarships, and the like.

ADVANCED FRESHMAN

If an applicant with previous college work has earned less than 27 semester hours of transferable college credit, he or she is considered an advanced freshman and must also furnish SAT/ACT scores and high school transcript. Evaluation of the high school transcript is as described under Traditional Freshmen, above.

NON-TRADITIONAL TRANSFERS

The applicant must provide:

1. A completed Shorter College application with \$25 fee, which includes a written personal statement which reflects compatibility between the student's goals and the mission and goals of the College.
2. An official college transcript from EACH institution previously attended, embossed or stamped and signed as official. As with Non-Traditional Freshmen, Non-Traditional Transfers may not be able to satisfy all the academic requirements for admission. Each case will be handled on its own merits. Aside from this, admissions procedure, including evaluation of college transcripts by the Registrar, is as described under Traditional Transfers.

INTERNATIONAL TRANSFERS

If the international student is transferring from another United States postsecondary institution, the requirements for ordinary transfers apply, and if the student also holds an F-1 Student visa, no other requirements must be met for admission. If he or she holds another United States nonimmigrant visa and is transferring from another United States postsecondary institution, a petition to change visa status may or may not be necessary. The Foreign Student Advisor will review such situations.

In the case of an international student without a United States visa who wishes to transfer credit, the requirements for an international freshman apply.

Prospective students who have taken courses at institutions outside of the United States are responsible for having their official transcripts evaluated by a reputable educational evaluation service. Once the College has received an official copy of that formal evaluation, the Registrar's Office will determine transfer course equivalencies.

READMISSION STUDENTS

Following an absence of one or more semesters from Shorter College, not including summer, a student wishing to return must apply for readmission through

the Office of Admissions. Students who were academically or socially suspended must also apply for readmission.

The applicant must provide:

1. A completed Shorter College application for readmission (no fee is required), which includes a written personal statement indicating a) reasons for returning to Shorter, and b) current activities if not enrolled in school.
2. Official transcripts from ALL colleges attended since leaving Shorter, embossed or stamped and signed by the appropriate official.

Students cannot be readmitted if terms of suspension have not been met, whether that suspension was at Shorter or another institution.

If a student who was on academic probation or suspension when he or she left Shorter is readmitted, this readmission will be on academic probation regardless of performance at the interim institution.

The cumulative college grade-point average, as computed by the Registrar, determines readmission status:

1. If the college GPA is 2.0 or higher, the student will be readmitted unconditionally.
2. If the college GPA is below 2.0 but meets GPA requirements for acceptance on probation, the student may be readmitted on probation.
3. If the college GPA is less than 1.40, the student will not be readmitted unless the Admissions Committee finds that there are circumstances which warrant an exception and acceptance on probation.

ADMISSION TO MAJOR SPECIFIC PROGRAMS

The following apply to all degree-seeking students, whether freshmen or transfers:

ADMISSION TO MUSIC MAJOR

Shorter College is a member of the National Association of Schools of Music. Entrance requirements are in accordance with the published regulations of that body. Admission to the College does not assure that a student may major in music.

In addition to the general requirements for admission to the College, students majoring in music must meet the following requirements: (1) an audition in his or her major medium, and (2) placement tests in music theory, ear training, and keyboard skills. The parameters of the audition will be set by the instructions on the appropriate audition form completed by the student. Students will fulfill these requirements prior to the beginning of classes in August of their freshman year since the music curriculum requires at least four years for completion. Students transferring college credit should contact the

School of the Arts about additional audition requirements.

In some cases, circumstances make it practical to hold an audition before admissions procedures have been completed for the student in question. In such cases, successful audition does not guarantee admission to the College.

ADMISSION TO THEATRE MAJOR

In addition to the general requirements for admission to the College, all students majoring in Theatre must perform an audition or reading, and conform to other requirements of the Theatre faculty.

APPLICANTS NOT SEEKING A DEGREE FROM SHORTER COLLEGE

All are required to submit a completed application form with \$25 application fee. Tuition and fees apply as detailed in this catalog.

DEFINITIONS AND REQUIREMENTS

BERRY COLLEGE AND SHORTER COLLEGE CROSS-REGISTRATION

A student who is currently enrolled at either institution may participate in cross registration. The following is required:

1. Completed cross-registration application
2. Minimum grade point average of 2.0
3. Students may take up to four semester hours during any regular term with a maximum of 18 hours overall.
4. Students must be classified as at least sophomores by the home institution.

To ensure financial aid, the student must maintain full-time status between the two institutions.

TRANSIENT STUDENT

A student enrolled in another postsecondary institution who wishes to take course work at Shorter. Such students are limited to a total of 24 semester hours at Shorter.

Required Credentials:

1. Completed application with \$25 application fee.

2. Statement of Good Standing from home institution signed by the appropriate academic official.

SPECIAL/NON-DEGREE STUDENT (FOR CREDIT)

A person who wishes to take courses for credit, but who does not plan to seek a degree.

Required Credentials:

1. Completed application with \$25 application fee.
2. Official transcript from last school attended or from institution issuing degree. In the case of students seeking teaching certification only, transcripts from all schools attended are required.

AUDITOR

A person who wishes to take courses on a non-credit basis.

Required Credentials:

1. Completed application with \$25 application fee.
2. Permission of the faculty member teaching the course.