



# POLICIES *and* PROCEDURES

**Board of Trustees Policy Number:**  
EMS 7.03

**Date of Adoption/Revision:**  
September 2, 2016

<b>SUBJECT</b>	Admissions Policy
<b>AUTHORITY</b>	Office of Admission
<b>APPLICABILITY</b>	All women applying for acceptance to Bennett College
<b>PURPOSE</b>	To ensure the fair and equitable evaluation of all applicants for admission to Bennett College
<b>POLICY</b>	<p>Bennett College welcomes applications from women who seek to receive an excellent liberal art education. Each applicant is required to provide the following documentation for consideration of their applications:</p> <ul style="list-style-type: none"> <li>Official Bennett College Application</li> <li>Official high school transcript or GED</li> <li>Official transcript from other college or university attended (transfer applicants only)</li> <li>Official standardized test scores</li> <li>Teacher/Counselor recommendation</li> <li>Personal Essay</li> </ul> <p>Bennett College adheres to a rolling admissions process, accepting applications for Fall and Spring semesters until the first day of class.</p> <p>Bennett College does not discriminate on the basis of race, age, color, disability, religion, sexual orientation and ethnic origin.</p>
<b>PROCEDURES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Office of Admissions is responsible for the collection, evaluation and recommendation for acceptance for all applicants</li> <li><input type="checkbox"/> Bennett College will accept applications for the following categories of students</li> </ul> <p><b>First time applicants</b> are applicants applying for admission to college and never enrolled in an accredited college or university.</p> <p><b>Transfer Students</b> are those applicants seeking admissions that have completed at least a semester of college work at an accredited four year college/university or community college.</p> <p><b>International Students</b> are those applicants who are seeking admissions that have evidence of completing high school or college work outside of the United States.</p>

**Re-Admit Students** are those students who attended Bennett for one or more semesters and are requesting re-admission

- The Office of Admissions communicates with all applicants the status of applications on a timely basis and reports to the Associate Vice President for Enrollment Management on a weekly basis the status of all applicants
- Applications will be reviewed and evaluated in accordance with approved requirements for admission to the College
- Periodic assessments of the application review process and the requirements for acceptance to the College will be conducted by the Admissions Committee to ensure the appropriateness and adequacy of the Office of Admissions procedures

### ADMISSIONS REQUIREMENTS

#### **First Time Applicants**

- Official Bennett College Application
- Official High School Transcript with High School Weighted GPA of a 2.5 or better or GED

***(If student attended more than one high school both transcripts are needed)***

- Official Standardized Test Scores (SAT/ACT)
- Teacher/Counselor Recommendation
- Optional Personal Essay
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#### **First Time Applicants must also have the following high school course requirements.**

- English, four (4) courses units emphasizing grammar, composition and literature;
- Mathematics, four (4) course units including algebra I, algebra II, geometry and fourth math higher than algebra II or algebra I
- Science three (3) course units, including at least one lab science
- Foreign Language two (2) course units (of the same language)
- Social Studies two (2) course units one must include US History
- Academic Electives three (3) Physical Education, Health Education, Music, Computer Science, etc.
- Applicants who have taken the IB (International Baccalaureate) Exam must have a score of 5, 6, or 7 to receive credit.
- Applicants who take the AP (Advance Placement) exam and score a 3 or better may receive advance placement credit in the following subject areas: Art, Biology, Computer Science, Economics, French and Government and Politics. To receive credit in chemistry, history or music a student needs to score a 4. The College Registrar will determine how much credit you are eligible to receive based on your score.

*First time applicants with a grade point average not meeting or exceeding minimum requirements will be considered for admissions using a holistic review process. Therefore, all applications are welcomed and are subjected to gaining admissions through the Emerging Scholars Program.*

Applicants who are over the age of 24 and have not attempted to earn any college credits after high school must meet the following:

- Official Bennett College Application
- Official high school transcript or GED
- Standardized test core (SAT/ACT) recommended, not required

**Transfer Applicants**

- Official Bennett College Application for Admissions
- Official final High School Transcript
- Official Transcripts from all colleges or universities attended.
- Applicant must have earned a cumulative GPA of 2.5 from all post-secondary institutions.

**International Students**

- Official Bennett College Application
- Official Transcript of all academic work (Translated in English) with transcript guide of secondary courses and validation of post-secondary A-1 level courses. Transcripts must be submitted to the World Education Services (WES) for verification and evaluation purposes.
- Statement of Financial Readiness  
An I-20 will not be issued until the student has been accepted and the Statement of Financial Readiness is provided to the college.

**Re-Admit Students**

- Official Bennett College Re-Admit Application
- Students seeking readmission to Bennett College are required to be in good academic standing with a grade point average of 2.0 or better will be considered for readmissions. The student is required to receive clearance to re-enroll from the following areas before a decision can be made: Academic Affairs, Student Affairs, Health Center and Business Office
- If any college coursework was attempted since last being enrolled at Bennett College, official transcripts from those post-secondary institutions must be submitted. The transcript(s) must indicate a grade point average of 2.5 or higher.

Replaces policy:

*Date*

