

# ADMISSIONS

Brevard College seeks to admit students who distinguish themselves by their talents, creativity, adventurous spirit, motivation, and concern for others. At Brevard, students will have every opportunity to take advantage of our educational programs, small classes, and caring faculty in order to realize their potential as students and as leaders among their peers.

The College is interested in enrolling students who give proof of academic curiosity, creativity, and community concern. We actively seek those who add diversity to the student body and welcome students of any race, national origin, religious belief, gender, or physical ability. We seek students who will contribute their energies to the campus community and display a willingness to place themselves in situations which call for personal initiative and leadership. Students are considered for admission to Brevard College without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, or veteran's status. Brevard College welcomes students from diverse religious, racial, and ethnic backgrounds and strives to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of every person.

An admissions staff of energetic and caring people invites all interested students to visit and learn about our special community. The application process is straight-forward and candidate-oriented, so that the admissions staff serves as the applicant's advocate. For the latest admissions information, visit the College's website at [www.brevard.edu](http://www.brevard.edu)

## THE APPLICATION PROCESS

When the applicant's file is complete, the Admissions Committee reviews the file and notifies the candidate of the decision. Decisions are made on a rolling basis.

An applicant's file is complete when the following has been received:

1. A completed application, including three short essay questions, and nonrefundable \$30 application fee.
2. Official transcript(s) from all high schools and colleges and universities attended. A student's admission status is considered incomplete until all official transcripts are received.
3. Official scores from the SAT (Scholastic Aptitude Test) or the ACT (American College Test) may be sent directly to Brevard College (SAT Code 5067, and ACT Code 3074). For international students to whom English is a second language, the TOEFL (Test of English as a Foreign Language) scores are required if SAT/ACT is not available.
4. Students wishing to be considered for degree programs in music must audition with a member of the Brevard College music faculty. Music auditions are scheduled directly through the Music Department. Admission to Brevard College does not guarantee admission to the Music Department.

Since not all persons are suited for membership in our academic community, the College has the sole right to make admissions decisions, including the right to cancel an offer of admission once proffered if, on the basis of new information, it appears that such cancellation is in the best interest of the student and/or the College.

# CATEGORIES OF ADMISSION

## Freshmen

For those who have not successfully completed at least two semesters of college-level work (24 semester hours or 36 quarter hours of credit), the high school transcript should show successful completion of college-preparatory work, including four units of English, three units of mathematics, and courses in social studies, laboratory sciences, foreign language, and the arts.

## Transfer Students

Applicants who have attended other institutions of higher education, after completing their high school degree, will be considered for admission as transfer students provided: 1) they are eligible, both socially and academically, to return to the college last attended, and 2) they present a grade point average equal to that expected for continuation at Brevard College. For specific information on the evaluation of transfer credits, see page 45.

## Student Athletes

Student athletes must meet the same Brevard College admission requirements as indicated above. Eligibility to participate in intercollegiate athletics requires additional procedures and standards as delineated by the National Collegiate Athletic Association, Division II. Please refer to the Athletic section of the catalog for the NCAA requirements and department procedures.

## Home-Schooled Students

Brevard College is an equal opportunity institution. Admission standards are established to help ensure student success in the academic experience. Home school applicants should complete a Brevard College application with supporting GED information and submit ACT or SAT scores. Some types of financial aid are not available unless a student has either a high school transcript or GED. Students and parents are encouraged to contact the Financial Aid Office for complete information. If GED information is not available, Brevard College will consider the following documentation (listed in rank order) in determining the acceptability of the applicant for admission:

1. High school transcripts from accredited high schools, or
2. ACT or SAT scores, or
3. Documentation from home school agency, local school district, or State Department of Education, or
4. Submission of reading lists, certification from instructors, documentation of grades, letters of recommendation, portfolios, essays/writing samples, and COMPASS/ASSET/MEAP assessment scores.
5. Admissions interview with possible faculty consultation. Brevard College reserves the right to review each application individually and based on committee evaluation may require additional supportive materials.

## Nontraditional Students

Brevard College offers the opportunity to individuals 25 years of age or above who demonstrate by means other than the normal procedure their readiness to succeed in college-level study. These individuals must submit a regular application with all available transcripts. Requests for exceptions to regular admissions procedures or standards should be made in writing and submitted to the Vice President of Admissions and Financial Aid along with the application.

## International Students

Brevard College seeks to add diversity to our student body through the acceptance of eligible international candidates. All students who are neither citizens nor legal residents of the United States must submit the following information:

1. A completed application, including essay and application fee of U.S. \$30.
2. Results (537 paper-based, 203 computer or 75 internet-based) of the Test of English as a Foreign Language (TOEFL), if English is not the native language, sent directly to Brevard College. (TOEFL Code 5067 for Brevard College.) Appropriate SAT or ACT scores are acceptable as well.
3. Completed "International Student Financial Aid" form.
4. Official transcripts showing in detail all secondary and post-secondary study. Certified English translations must accompany all documents not presented in English. Photostats must be notarized as true copies of the original documents.

**Note:** All international students\* applying to Brevard College must submit their transcripts to World Education Services (WES) for an official evaluation. Brevard College will not accept international transcripts that have not been evaluated by WES. For further details please refer to <http://www.wes.org> or contact the Office of Admissions at Brevard College for further information.

5. Transfer/Visa Certification Form for students currently attending a college or university in the United States.

\*International students required to submit transcripts to WES include all those who attend or have attended a secondary or post secondary institution outside of the United States. This excludes transcripts from high schools and colleges/universities in Canada and high schools abroad that employ a curriculum and grading system similar to those in the United States.

## Transients

Students who are eligible to return to the college last attended may, subject to the approval of the Vice President for Academic Affairs, register as transient students on a space available basis. Such applicants do not need to present transcripts, but they should have in their file a letter from the college last attended listing approved courses. Admission as a transient student is ordinarily granted for one term only, and is processed through the Office of the Registrar.

Transient students who are trying to take English courses numbered higher than ENG 111 will be allowed to do so provided they sign an agreement stating that they are transient students and that, if they decide to attend Brevard College full-time or if they decide to graduate from Brevard College, they may need to take ENG 111 and ENG 112.

### **Conditional Admission**

Brevard College considers high school graduates who demonstrate readiness to do college-level work but who have not achieved all of the requisite competencies. The purpose of conditional admission is to provide a student with a semester of personal and academic support, which will increase the likelihood of the student's success at Brevard College. Because of this admission status, the first semester coursework is prescribed for the student by the Academic Advising Office and is based on high school performance, SAT/ACT scores, and other placements tests. The student may be required to take some courses that will not count toward graduation, but will address foundation skills necessary when pursuing a college education. These courses will count in the semester load allowing the student to maintain full-time status during the semester, and may also include a course or courses in areas of interest or proposed major. Second semester status and future advising are based on the outcome of the first semester on campus.

Application for conditional admission includes all standard processes as listed above, but may include additional procedures and/or documentation, such as interview, campus visit and letters of recommendation. Conditional Admission is offered to a limited number of students each semester.

### **Part-Time, Non-Degree Students**

An individual who wishes to take courses as a part-time, non-degree seeking student at Brevard College may apply and register for classes in the Office of the Registrar. The student may audit a class or take a class for credit on a space-available basis. Students may retain this status until they have earned twenty semester hours, after which they must complete an application with the Office of Admission.

### **Readmission**

A student who has withdrawn or been suspended from Brevard College and who desires to return must submit an application for readmission to the Office of Admission. If the student has been enrolled at another institution, a transcript must be provided along with a statement of honorable dismissal. All applications from readmission applicants (including commuters) will be sent to Campus Life to review the student's Campus Life file. In some instances the Dean of Students may require the applicant to demonstrate his or her readiness to return to Brevard College through various protocols (counseling referral, demonstration that the applicant completed some requirement/sanction, etc.). Readmission is never automatically guaranteed and provisional terms for readmission may be imposed as appropriate.

### **Academic Forgiveness Policy**

Students who have previously attended Brevard College and have either: (1) been in nonattendance for twenty-four consecutive months or more or (2) have earned an

Associate Degree from an accredited institution may choose the Academic Forgiveness Policy upon readmission by signing a statement accepting the following provisions:

1. All non-remedial courses taken previously with a passing grade of C- or higher will be counted toward graduation and the satisfaction of Core Requirements, if applicable. These courses will appear on the official academic record but will not be counted in the computation of the overall GPA.
2. A readmitted student may elect to use the Academic Forgiveness Policy only once.

## **Enrollment Deposit**

Upon receipt of an acceptance decision, a new residential student should submit an enrollment deposit of \$200. The enrollment deposit for reentering and commuting students is \$50. Deposits are refundable until May 1 for fall semester and December 1 for spring semester.

## **ACCELERATED PROGRAMS**

### **Dual Enrollment**

Academically talented students who are seniors in high school have the opportunity to enhance their academic experience by taking regular college courses at Brevard College. Up to 12 semester hours of credit may be taken at Brevard College. These candidates must file an application. For further information, contact your high school guidance counselor or the Vice President for Admissions and Financial Aid.

### **Early Admission**

Students who are on track to graduate from high school and have completed 12 units of high school work with above average grades will be considered for admission, upon the completion of the application process heretofore described. Applicants are also required to take the SAT or ACT examinations. For further information, contact the Vice President for Admissions and Financial Aid at Brevard College.

### **Credit by Examination**

The College awards credit for the subject examinations of the Advanced Placement (AP) and the College Level Examination Program (CLEP) and the International Baccalaureate (IB). Credit also may be awarded on the basis of institutional examinations. Ordinarily, such examinations should be taken prior to enrollment at Brevard. For more information concerning AP, CLEP, or IB, students should contact the Office of the Registrar.

### **Credit for Experiential Learning**

Credit for job-related experience and expertise is granted under the following conditions:

1. The credit must be related to the curriculum and program of study at Brevard College under which the student is enrolled.
2. Appropriate documentation must be provided by the student to be evaluated by the Registrar, the Chair of the Division, and/or the major coordinator.
3. Credit in a specific subject may be awarded by examination, upon request to the Chair of the Division.

## IMMUNIZATION REQUIREMENT

North Carolina State Law GS130-A-155.1 requires ALL college students to have a Certificate of Immunization. The student must provide the dates for all required immunizations and the certificate must be signed by a physician or health department official. Additionally, Brevard College requires each applicant to complete a medical history and a physical examination prior to enrollment. These required forms are available online through WebTwister and through the Brevard College website and must be returned to Campus Life prior to the first day of classes. Brevard College students not in compliance with these requirements will have 30 days to be in compliance or will be removed from classes.

## TRANSCRIPT REQUIREMENT

During the application process, all students must submit official transcripts from all high schools and two-year and four-year institutions where they have previously been enrolled.

The timely submission of all official transcripts is required before the following actions can be completed:

- Recording of applicable transcript work on the Brevard College transcript
- Eligibility to receive financial aid
- Certification for participation on college athletic teams

Students without **all** official transcript(s) (high school and college if applicable) on file by the end of the fourth week of classes will have a hold placed on their account that will prevent them from pre-registering for the next semester. Also, in accordance with federal law, students requesting financial aid will not be eligible to receive aid for subsequent academic semesters without all official transcript(s) on file.