

ADMISSIONS INFORMATION

NONDISCRIMINATION POLICY

International Baptist College and Seminary does not and shall not discriminate on the basis of race, color, sex, age, national origin, disability, marital status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing a welcoming environment for all members of our staff, students, visitors, subcontractors, vendors, and clients.

ADMISSIONS POLICY

IBCS is committed to training men and women for church-related vocations. A primary requirement for every candidate for admission is a testimony of a personal trust in the Lord Jesus Christ as Savior. All applicants are required to write a brief account of their assurance of salvation.

It is expected that those who seek admission demonstrate Christian character, a teachable spirit, and a sincere desire to know the will of God.

Attendance at International Baptist College and Seminary is a privilege, not a right. This privilege may be forfeited any time the administration feels that the student is evidencing a lifestyle or belief system inconsistent with IBCS's religious beliefs or mission. When students make application, they agree to abide by the rules and standards of conduct of IBCS.

The standards of Christian faith and scholarship at IBCS require a review and evaluation of every applicant. Letters of recommendation, statement of vital Christian faith, moral character, and personal integrity, as well as one's academic record, will be considered.

ADMISSIONS REQUIREMENTS

General Requirements

It is important that all students familiarize themselves with all of the academic requirements of their specific program. These requirements

must be fulfilled before the student can receive a degree. Advisors are available to assist the student in understanding these requirements, but the student is responsible for completing them.

All students under twenty-three years of age carrying four or more hours must live in the residence halls unless married or living with a parent or guardian. IBCS reserves the right to approve the housing of all students.

Educational Preparation

High School

The usual requirement for admission to the undergraduate program is graduation from high school. Applicants must demonstrate that they have successfully completed a minimum of sixteen units of high school work. The sixteen completed units should not include Bible. Applicants must also produce an official transcript or GED which details their successful completion of a high school degree.

GED

Applicants who have successfully completed the General Education Development Test (GED) are usually considered as having sufficient basis for college admission. IBCS reserves the right to review the results of this test and to make admissions recommendation based upon them.

Home School

IBCS supports the rights of parents to educate their children at home and recognizes that education as a viable option. IBCS will admit a student based on the transcript, produced by a parent or a home school agency. An official transcript including courses taken, grades earned, a grade point average for each year, a cumulative grade point average, and date of graduation is required.

CLEP Testing

IBCS accepts up to 18 CLEP credits (College-Level Examination Program) if the credit is in an equivalent subject area in the IBCS curriculum. CLEP testing should be completed generally before the end of the student's first year. The minimum score of accepted subject tests is 50.

Dual Enrollment Students

A dual enrollment student is one who has participated in an academic program where both high school and college courses are completed

simultaneously. Courses are taught according to the standards of higher education. These standards include, but are not limited to, faculty credentials, credit hours, course work, textbooks, classroom discussion, and classroom instruction. Acceptance of dual enrollment credits will be determined on a case-by-case basis by the IBCS Registrar.

Acceptance of Transfer Credits

Credits taken at prior institutions may be accepted at IBCS as Transfer Credits. A student seeking to transfer credits must request that all schools involved send official transcripts directly to IBCS. These documents need to include a statement and/or represent good standing from the institution of prior attendance. There is a \$10 transfer credit fee applied to the student's account for the semester in which credits are transferred.

Students transferring fewer than twenty-six hours (26) of college-level work may be required to submit scores from an ACT or an SAT. These results will be forwarded to IBCS automatically when the student specifies IBCS's **ACT number (0178)** or the **SAT number (5461)**.

Transfer Credits need to be credits awarded by institutions of Higher Education, from military courses, standardized test scores (CLEP), and/or dual enrollment courses. Transcripts will be evaluated based upon the institution's accreditation; the course number, contents, philosophy, outside requirements; and the student's earned grade.

Credits can be transferred only for courses that are similar in scope and content to IBCS courses. In some cases, the transferred courses must also be similar in philosophical perspective, such as ministerial classes or missions classes. Courses from other institutions that are not similar to any courses in IBCS's curriculum may be transferred as electives.

Institutions transferring credits to IBCS must be accredited by an agency approved by the U.S. government or approved through IBCS administrative procedure. Only a portion of the total credits required to complete the desired IBCS degree can be transferred from another post-secondary entity.

All undergraduate courses transferred must have a minimum grade no lower than 71% (C-).

Courses transferred into the M.C.Ed. and D.Min. programs must have a minimum grade no lower than 74% (C). Courses transferred into the

M.A.Min. and M.Div. programs must have a minimum grade of no lower than 71% (C-).

Students transferring into IBCS with a cumulative GPA of less than 2.00 will be placed on academic probation (see the Academic Probation and Satisfactory Academic Progress sections).

Student Identity Verification

As a part of the Student Identity Verification (SIV) process, IBCS shall require reasonable and efficient methods for securing and verifying student identifications. These methods shall be designed to authenticate the integrity of both the student and the institution.

These methods shall apply to (1) the admission, registration, and enrollment of students, (2) the granting of access to student e-mail, portals, and IBCS resources, (3) the dropping/adding of courses, and (4) the completion of tests via proctor or via teleconferencing technology.

These methods shall ensure institutional integrity, student integrity, and student awareness.

For additional information please consult the IBCS Admissions Office, Registrar, or Chief Academic Officer.

How to File an Application

Each applicant must proceed through the admissions process, including all paperwork, before being considered for acceptance to IBCS. Each applicant has a specialized pathway, depending on his or her entrance level. Each pathway that all students must follow is described below.

Undergraduate Students

Non-Degree-Seeking, Audit, Early Start, or Certificate Programs

- Application
- Personal Testimony
- One Reference (Personal)

First-Time Undergraduate (Associate's and Bachelor's Degrees)

- Application
- Personal Testimony
- Three References (Pastor, Educator/Employer, Personal)
- ACT/SAT scores
- Official Transcripts

Transfer Undergraduate (Associate's and Bachelor's Degrees)

- Application
- Personal Testimony
- Three References (Pastor, Educator/Employer, Personal)
- ACT/SAT scores
- Official Transcripts

International Students (Undergraduate)*

- Application
- Personal Testimony
- Three References (Pastor, Educator/Employer, Personal)
- ACT/SAT scores
- Official Transcripts
- TOEFL®

Graduate StudentsFirst-time Graduate

- Application
- Personal Testimony
- Three References (Pastor, Educator/Employer, Personal)
- Official Transcripts

Transfer Graduate

- Application
- Personal Testimony
- Three References (Pastor, Educator/Employer, Personal)
- Official Transcripts

International Students (Graduate)*

- Application
- Personal Testimony
- Three References (Pastor, Educator/Employer, Personal)
- Official Transcripts
- TOEFL®

IBCS Alumni

Alumni members applying within one year of graduation from IBCS need provide only the following:

- Application
- Continuing Education Statement (must include reasons for attending IBCS)

Alumni Members applying for admission after more than a year after graduating from IBCS may be required to follow the regular admissions process.

Description of Admissions Documents

1. Undergraduate, Graduate, and Seminary applications are available online at www.ibcs.edu/admissions.
2. The testimony is included in the application. It is an autobiography of at least 150-200 words should be included with the application and should include the student's testimony of salvation; information about home, family, work, church, and school life; and reasons for wanting to attend IBCS.
3. All applicants must supply reference information. Depending on the program of choice, applicants will be required to provide some or all of the following: one pastor, educator or employer, and personal information. All references must be of no family relation to the applicant. Official transcripts should be requested from the high school from which the diploma was granted and from all post-secondary schools attended. An official transcript indicates courses taken, course credits, and grades earned. A cumulative GPA and a date of graduation (for transcripts reflecting degrees earned) are required. The **applicant** must make the request for the transcripts.
4. Foreign applicants must have their transcripts verified by Foreign Credential Service of America (www.foreigncredentials.org). Applicants are responsible to pay the verification fee.
5. Those making application to the freshman class must take the American College Test (ACT) or the Scholastic Aptitude Test (SAT) and have the results forwarded to the Office of Admissions. The results will be forwarded automatically when the student specifies IBCS's **ACT number (0178)** or **SAT number (5461)**.

***Foreign Credentials for Undergraduate and Graduate Students**

IBCS has been approved by the U.S. Department of Homeland Security to issue forms for foreign students to receive permission to enter the United States for college training. Foreign students who do not have permanent residency status should follow the standard procedure for making application to the College. Applications should be submitted well in advance of deadlines so that adequate time is available for processing and communication.

Foreign applicants must be prepared to demonstrate that they have made adequate educational preparation for college-level work. This will require detailed documentation, description, and verification of the applicant's foreign academic credentials. Through a specific service (such as the Foreign Credentials Service of America), applicants must verify their academic credentials. Please contact the IBCS admissions office or the IBCS Registrar for more information.

In addition to this requirement, all foreign applicants must also demonstrate proficiency in the English language. Applicants should be prepared to take the Test of English as a Foreign Language (TOEFL®). IBCS's institution code is B592.

Passing Total Scores on the TOEFL® exam are as follows:

Internet Score	76
Computer Score	207
Paper Score	543

Passing the TOEFL® Exam is one indicator of academic preparedness. It is not the sole source to determine adequate educational preparedness.

The Department of Homeland Security requires a current Form I-20 to verify that the applicant has sufficient financial resources to pay for the cost of travel, living expenses, and education in the United States; this form is also required for a visa. Those persons admitted to the United States on a student visa are required by law to be registered as full-time students. Requests for additional information should be directed to the Office of Admissions.

Before an application will be submitted for acceptance, all forms must be completed and returned to IBCS. These documents become the property of IBCS.

After careful study of the applicant's file by the admissions committee, the applicant will receive an official notice of his or her status of admittance and be provided with further information.

Immunization Information

Students will not be permitted to register for or add courses without evidence by a licensed health care provider for immunization against the following diseases:

1. **MMR (Measles, Mumps and Rubella):** Two doses are required for all students born after 1956.
2. **TDAP (Tetanus, Diphtheria, and Acellular Pertussis):** A single dose is required for all students under age 64 or younger.
3. **Tuberculosis Screenings:** Any student who has resided outside of the United States within the last 5 years in a country where tuberculosis is endemic is **REQUIRED** to be screened upon arrival to International Baptist College & Seminary or to provide proof of screening performed in the United States (does not include U.S. territories) within the past 12 months. **TB** screening performed outside of the United States will not be accepted.

Students are recommended to receive the meningitis vaccine if entering at age 21 years or younger. (If vaccine was received prior to age 16, a booster is recommended.)

Exemptions on the grounds of permanent contraindication or adverse reaction must be verified by a health care provider with an explanation and signature.

Exemptions for religious or philosophical reasons must be provided in writing.

Insurance Information

All students must verify that they have health insurance. Students not insured through their parents' or other insurance plans must enroll in an insurance program. International Baptist College & Seminary does not accept liability for illness or accidents on or off campus in extracurricular or sporting activities. Students use the school facilities and participate in school-directed or school-related activities at their own risk.

Those who deny International Baptist College & Seminary's recommendation of getting health insurance must acknowledge that IBCS will not be held liable for injury on the IBCS property or at a school related activity.

See also Student Development - Health Services.