Tabor College Undergraduate Studies

ADMISSIONS

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Tabor College is interested in men and women who are: 1) academically prepared and qualified to do college work, and 2) who are willing to become involved in the type of community life offered at Tabor College. Admission to Tabor College is granted to students who meet requirements set in each of these two areas. Tabor College admits students regardless of race, color, gender, handicap, national, and ethnic origin.

HOW TO APPLY

1. Applications
    a. Application forms are available from the Enrollment Management Office. This form, along with a non-refundable $30 application fee, should be submitted by all applicants.
    b. Students can also apply electronically via the internet by accessing the Tabor College website: www.tabor.edu.
2. Each student is asked to respond as to his/her willingness to honor the lifestyle covenant established by the College. This is done by signing the back page of the Application for Admission.
3. Transcripts
    a. Freshman Class Applicants. Submit an official transcript of your high school records. For acceptance purposes, this may be done as early as the first semester of the high school senior year. An official high school transcript indicating GPA, date of graduation, and rank in class or a GED certificate is required prior to enrollment.
    b. Transfer Applicants. Submit official transcripts from each institution attended after high school and ACT/SAT scores. An official high school transcript or GED certificate may be requested to determine Title IV eligibility.
    c. International Student Applicants. Submit official transcripts of all schools attended, as well as International Student Data sheet, TOEFL score, and certified financial resource statement. Courses completed at an institution outside of the United States require evaluation by an international evaluation agency. The cost of this evaluation will be incurred by the student and payment will be arranged in advance of the evaluation. The student should request an official international course-by-course evaluation done after submitting the transcript to Tabor, as long as the evaluating agency is acceptable to the Registrar's Office. Contact the Counselor for International Admissions for details.
    d. New students must list and provide official credentials from all schools attended prior to entering Tabor College, including any current or planned enrollment. Failure to list colleges previously attended could result in a denial of admission or in immediate suspension from the College.

4. Tabor College requires that all freshman class applicants take either the American College Testing Program Examination (ACT) or the Scholastic Aptitude Test (SAT). The ACT is preferred. The ACT Concordance Table (August 1995) is used to convert the SAT re-centered total score to its comparable ACT score. The college requires an official ACT/SAT score from all applicants 23 years of age or younger.
5. When an applicant has supplied the Enrollment Management Office with the above information, the applicant's file (e.g., application form, test scores, and school transcripts) is evaluated by the Enrollment Management staff and/or the Enrollment Management Committee. Students will be notified by letter of their admission standing by the Enrollment Management Office.

6. After a student has been accepted for admission, the next steps are as follows:
   a. Complete a Student Services Information Form supplied by the College, indicating housing plans and residence hall preferences.
   b. Submit a $175 comprehensive deposit which serves the following purposes: 1) Guarantees any written financial aid offer made to the student, 2) Reserves on-campus housing in the residence halls for residential students, and 3) Allows a student to participate in scheduled pre-registration days. A full refund of the deposit is available until May 1. The deposit will be returned to the student after their time at Tabor less any fines or unpaid bills.
   c. After submitting the comprehensive deposit, the student is asked to have a medical form completed and signed by a physician. This form is supplied by the College. All new students are required to have this form completed before classes begin.

Guest Students. Students who are non-degree seeking students and who are enrolling in less than 12 hours per semester are considered guest students. To be admitted as a guest student, a completed Guest Student Enrollment Form should be submitted to the Enrollment Management Office. No high school or college transcripts are required until a guest student earns 12 hours at Tabor College. High School Students may enroll as guest students while enrolled in high school, provided they have completed 15 high school units. High School student registration confirmation is held until after July 15. Approval to enroll in the desired class is required and may be granted through personal contact with the instructor of the class.

ADMISSIONS POLICIES

Academic Standards

1. Entering Freshmen

   Admission will be granted to freshmen students using an ACT/GPA product formula. The ACT composite score will be multiplied by the cumulative Grade Point Average (using a four-point scale). Transcripts will be reviewed for successful completion of college preparatory courses. All admission is considered provisional until a final high school transcript is submitted.

   a. Applicants with an ACT/GPA product of 45 or above and a minimum ACT composite score of 18 (SAT score of 860 based on Critical Reading and Mathematics Composite scores) will be considered for admission to Tabor College.

   b. Annually, the Enrollment Management Committee (EMC) will determine the number of students who will be accepted on conditional status. Conditional Admittance may be granted at the discretion of the VP of Enrollment Management if a student meets the following three criteria: 1) a minimum ACT/GPA product of 38; 2) a minimum ACT composite score of 16 or a minimum SAT score of 770 (based on Critical Reading and Mathematics composite scores); 3) a minimum ACT English sub-score of 15 or a minimum SAT Critical Reading score of 390. Applicants who do not meet all three of the criteria for Conditional Admittance will not be admitted to Tabor College, unless granted an exception by the Enrollment Management Committee. For the fall semester, appeals for exceptions to the policy will be considered by the committee in two separate groups with a portion of the exceptions processed on or before June 1 and on or before July 15 each year. Any other appeals for exceptions to the policy must be endorsed by the Vice President of Enrollment Management if brought less than four weeks before the semester in which they wish to enroll. Supportive evidence for any exception will be provided to the EMC to include, but not be limited to: the complete application packet with all transcripts and testing scores, a written letter of appeal from the student, recommendation letter provided by member of the Tabor community (e.g., admissions counselor, coach or professor etc.) and at least one letter of recommendation from a non-relative of the student who can provide a reference for the applicant (e.g., high school principal, counselor, pastor, teacher, coach etc.).

2. Transfer Students

   a. Transfer students with less than 10 attempted semester credit hours shall be considered for admission under the same standards as freshmen. They shall submit ACT/SAT scores and high school transcripts.

   b. Transfer students who have attempted 10 semester hours or more will be considered for admission if they have a 2.0 GPA based on all classes attempted excluding technical credit, developmental/skills classes, remedial credit, physical education activity courses and physical education participation credits.

      Additionally, the two highest grades in physical education activity/ participation courses will be included in the substantial GPA. Transfer students shall submit college transcripts and ACT/SAT scores if applicable. Students who have fewer than 20 hours of transferable college credit are also required to submit high school transcripts.

c. A transfer student under disciplinary suspension/probation/dismissal will be considered for admission when clearance and a statement of the reason for the disciplinary action is received from the previous college. An applicant granted admission under these circumstances will be subject to the Tabor College disciplinary policy.

3. GED Applicants

a. Students with GED composite scores of 500 or more will be considered for admission to Tabor College. Students who took the GED prior to January 2000 with composite scores of 50 or more will be considered for admission to Tabor College.
b. Students with GED composite scores between 450 and 500 will be considered for admission on academic probation. Students who took the GED prior to January 2000 with composite scores between 45 and 49 will be considered for admission on academic probation. (See the Academic Information section for clarification.)
c. Students with GED composite scores below 450 will not be considered for admission. Students who took the GED prior to January 2000 with composite scores below 45 will not be considered for admission.

4. Entering Home-Schooled Students

Students who have been home-schooled during the final portion of their high school career will be admitted to Tabor on the satisfactory submission of the following:
a. Outline or transcript of coursework and topics covered.
b. ACT or SAT scores. The ACT composite or converted SAT score should be 18 or above for full admission.
c. Upon admission, individual instructors may require a placement exam, e.g. in Mathematics and Writing.

5. International Student Applicants

International students whose first language is not English must have an English Proficiency Score of more than 525 on the paper-based TOEFL, 195 on the computer-based test and 70 on the internet-based test to be considered for admission as a full-time student. Official academic records showing that the applicant has graduated from a secondary school or its equivalent, and has successfully completed college preparatory course work, must be submitted. International students must also submit a confidential Declaration and Certification of Finances showing ability to pay for their education at Tabor College. Full financial settlement (payment of a semester in full) must be made before the international student arrives on the Tabor College campus. Class attendance and housing will be denied until this requirement is met.

6. Exceptions

a. Students who fail to meet the above academic standards (points 1-5) may be considered for admission by the Enrollment Management Committee. Such applicants may be asked to give evidence through additional letters and/or interviews that they should receive further consideration. Students who seek admission under these exceptions must apply for admission no later than four weeks before the semester in which they wish to enroll.
b. Students 23 years of age or older may not be required to take an ACT or SAT test.

7. Deficiencies

   Applicants with a deficiency in high school preparation may be admitted with the provision that all deficiencies be removed before the beginning of the sophomore year. Deficiencies may be made up by examination, by counting college courses for high school credit, or by entering as a special student until the ability to do satisfactory college work has been demonstrated.

8. Definitions
   a. *Provisional acceptance*: An acceptance status for students who have not provided the Enrollment Management Committee with complete admissions files. Complete files include a signed application form, , final high school/college transcripts, ACT or SAT scores, and application fee. Admissions files must be completed and full admission granted within six weeks of the start of the semester. Registration for subsequent semesters will not be allowed until the file is complete.
   b. *Conditional acceptance*: An acceptance status for students who do not meet basic admissions requirements but the Enrollment Management Committee believes has the potential to succeed. Students accepted conditionally will be placed on academic probation and must abide by the following guidelines:
      1) limit of a course load of 12.5 credit hours per semester until they have achieved "satisfactory academic progress" as defined in the academic section of this catalog,
      2) weekly meetings with a mentor assigned by the Student Success Office,
      3) disclosure of class attendance, grades received, and hours spent studying (additional documentation may be required by mentors),
      4) fulfill condition of probation contract (see Student Success Office), and
      5) complete and receive credit for College Skills Seminar (TC 102) course.

Lifestyle Standards. Students desiring admission to Tabor College must demonstrate a willingness to live and learn on a Christian college campus by providing the following:
1. Statements indicating a personal view of Christian faith and a relationship with God
2. Indicate, as requested on Application for Admission, their agreement to live by Tabor's lifestyle covenant while attending the College.

ADVANCED STANDING

External Examinations

Tabor College believes that those deserving credit should receive it and therefore has established policies that reward and encourage self-motivated learning. The College has established policies which outline the acceptance of credit from the following four external examinations:

Advanced Placement Program (AP). Advanced Placement examinations are offered annually to give high school students opportunities to demonstrate college-level achievements. Credit is generally given for scores of 3 or higher.

International Baccalaureate (IB). The International Baccalaureate program is a comprehensive and rigorous two-year curriculum leading to examinations for students between the ages of sixteen and nineteen. Generally credit will be awarded for Higher level exams in which a grade of 5 or better has been earned. Subsidiary level subjects will be evaluated on an individual basis.

College Level Examination Program (CLEP). The College Level Examination Program provides people of all ages and backgrounds an opportunity to demonstrate college-level proficiency on the basis of examinations designed to reflect college course curriculums. The minimum scores required for credit are generally the scores recommended by the American Council on Education.

Defense Activity for Nontraditional Education Support (DANTES). The DANTES Program was designed in 1983 by the Department of Defense to help service members obtain credit for knowledge and skills acquired through non-traditional education experiences.

Registration for External Examinations. Registration information, including the locations of testing centers and the cost of examinations for all of the external examinations, is available from the Registrar's Office in Hillsboro. The Wichita office also has information concerning the CLEP and DANTES examinations. Tabor does not charge any fee for granting the credit.

Granting of Credit for External Examinations. The maximum amount of credit by examination which may be applied to the 124 semester hours required for the completion of a Bachelor's Degree is 30 hours. The maximum amount of credit that can be given for nontraditional hours, which includes credit by examination and portfolio hours, is 45 hours. Credit received from external examinations will be graded "Credit" and will not be computed in the student's GPA. Examination credit will be identified on the transcript as credit received by examination, identifying the particular examination taken. Students need to submit a copy of their score report so it can be evaluated according to our CLEP, Advanced Placement, or DANTES policy for both the minimum score and the amount of credit given. External examinations may not be used to replace grades earned in residence. For a list of examinations which may receive Tabor credit and the required score, contact the Registrar's Office.

Institutional Credit by Examination. Courses in the catalog may be challenged by examination if the appropriate faculty member is willing to offer the examination and with the approval of the Department Chair. Credit by examination will be graded CR/NC and will not replace a grade if the course has been taken previously. Students earning higher than a C- will receive credit and the course will be entered on the transcript with a grade of CR. There will be no transcript entry for exams not passed. A nonrefundable examination fee must be paid before the examination is administered.

Prior Experiential Learning. Tabor College recognizes the value of educational experiences outside the realm of traditional higher education and believes that valid learning experience should be formally recognized. Credit will be granted only to the extent that the following criteria are met:

1. Experiences for which credit is requested are consistent with the College's mission.
2. The subject area is one in which the College has existing curriculum or is evaluated by a qualified expert in the subject area.
3. Credit should be awarded for learning and not merely for experience.
4. College credit should be awarded only for college-level learning.
5. Credit should be awarded only for learning that has a balance appropriate to the subject between theory and practical application.
6. Credit should not be granted for learning that would duplicate credit already awarded through previous course work.

Complete information, including guidelines for writing the life-learning paper, is available in the Registrar's Office.

Transfer Credit for Tabor College Hillsboro

1. *Transfer Regulations*. Transfer credit will normally be awarded for credit earned at regionally accredited institutions and completed with a grade of C- or better. Transfer students can petition to have Tabor accept up to nine hours of credit earned with a D if the credit was earned at a regionally accredited institution. Credit earned with less than a C- grade may not be used to meet prerequisites or to meet the requirements of a major. Tabor's transcript reflects a cumulative grade point average for the transfer student which is calculated only on credit earned in residence at Tabor.

   Students are required to have 60 hours of credit from four-year institutions. There is no cap on the number of hours accepted from two-year institutions. Generally, credit from two-year institutions cannot be used to fulfill upper-level requirements unless a department chair can determine that the course can be equated to an upper-level course All regulations which apply to resident credit also apply to transfer credit.

   Courses that are considered "equivalent" are allowed to be counted toward the 40-hr upper level requirement and the 16-hr upper lever major requirement. If the course is similar but the faculty member doesn't think it is worthy of upper level credit, the course can be "substituted" instead of making it "equivalent."

2. *Transfer from Non-accredited Institutions*. Courses submitted for transfer from institutions not accredited by a regional accrediting agency will be accepted if one of the following criteria can be met:

a. Attainment of a grade of C or better in a succeeding course
b. Passing an examination for a specific subject
c. The ability of the Registrar and respective Department Chair to evaluate the content and equivalency of each course in question
d. The verification that a minimum of three regionally accredited institutions will accept the courses being submitted from the institution where the credit was earned.

Only credit earned with a grade of C- or better will be accepted from institutions that are not regionally accredited.

IF ONE OF THE ABOVE CRITERIA IS MET, THE FOLLOWING GUIDELINES WILL APPLY:

a. Credit will only be awarded for courses of study similar to subject areas offered at Tabor College or for courses of study that are approved by the Adult Professional Studies Committee..
b. Credit will be awarded after the student completes 20 credit hours at Tabor College with a Grade Point Average of 2.0 or higher.
c. The amount of credit awarded cannot exceed the following caps:
   1. 75 hours from each four-year institution
   2. 62 hours from each three-year institution (maximum 64 hours per cap below)
   3. 40 hours from each two-year institution (maximum 64 hours per cap below)

3. The following are CAPS THAT APPLY TO ALL TRANSFER CREDIT:
   a. 64 hours from institutions which only offer programs which can be completed in less than four years.
   b. 4 semester hour cap for Physical Education activity classes.
   c. Cap on Technical Credit:

   *The definition of “technical credit” is as follows:

   - The course primarily teaches a person how to do something, i.e., its purpose is to allow students to learn a specific skill such as machinery or equipment, EMT, aviation, nursing (ward care, hands-on patient care), computer repair and usage, office studies, drafting, automotive, cosmetology, etc.

   - The course content focuses on the applied aspects of the topic, with minimal attention to theoretical concepts.

     1. 40-semester hour cap for technical credit taken toward an AA,AS, AGS, AAAS, and baccalaureate degree at a regionally accredited institution and for technical credit evaluated by ACE/PONSI that is recommended for upper-division baccalaureate credit.

     2. 30-semester hour cap of any other technical credit, including credit earned through transfer, through ACE/PONSI-approved courses that are recommended for lower-division credit, and through portfolio assessment. Credit that was earned as part of an A.A.S. degree or vocational certificates is included under this cap.

All non-applied Associate Degrees from any accredited college will be accepted as meeting Tabor Core Curriculum requirements with the exception of the following institutional distinctives:

- TC 310 College, Christianity, and Culture (1 credit hour)
- RS 110 The Bible, Community and Culture (3 credit hours)
- RS 400 Christian Faith in Contemporary Culture (3 credit hours)
- Intercultural Awareness Experience (3-8 credit hours)

Completion of the Tabor College Core Curriculum does not necessarily satisfy all program requirements (e.g. Teacher Education and gpa stipulations). Specific core curriculum courses required for a program of study are published in the Catalog. Some transfer students require more than four years of study to complete all degree requirements."

Note that all transfer students who do not have a non-applied Associate Degree are subject to the core curriculum requirements of the Tabor College catalog that is in force at the time of their transfer.