

## Admission to Graduate Programs at Cedarville University

Admission to Cedarville University Graduate Programs is managed by the director of graduate programs. Some programs have distinctive requirements, but the application process is similar. All admissions are competitive and reflect the judgment of the Graduate Admissions Committee relative to the expectation that a student will successfully complete the particular program for which admission is sought.

### APPLICATION STEPS AND STANDARDS FOR THOSE SEEKING COURSES AS NON-DEGREE SEEKING STUDENTS

Students with a bachelor's degree or higher may receive permission to take up to twelve hours of graduate course credit without entering into an actual degree program.

(1) Complete and submit the *Graduate Study Application* along with a \$20.00 non-refundable application fee.

(2) Complete and submit the *Pastor/Church Leader Recommendation*.

(3) Send a copy of the transcript where the student's undergraduate degree was earned. The transcript must indicate the month and date the degree was earned.

(4) International students must submit TOEFL (Test of English as a Foreign Language) test scores when English is a second language. Typically a score of at least 600 is required and the test must have been taken within the last five years, unless they completed an entire baccalaureate or graduate program in residence in the United States.

Cedarville University invites applications for its graduate programs from college graduates who are able to present **strong academic records** and a clear testimony of **faith in Jesus Christ**.

### ADDITIONAL APPLICATION STANDARDS FOR THOSE SEEKING TO ENTER A DEGREE PROGRAM

The Graduate Admissions Committee admits students it believes are most likely to graduate and who offer the most potential to contribute positively to the university community. The Graduate Admissions Committee carefully considers each applicant's **total record**, seeking to make admission decisions that will result in the best fit between the applicant's interests and abilities and the University's expectations and values.

- **Degree:** Successful applicants to Cedarville University Graduate Programs typically have a bachelor's degree or higher from a regionally accredited college or university, or an institution specially recognized by Cedarville University.
- **Undergraduate GPA:** Successful applicants for the M. Ed. degree typically have a cumulative undergraduate grade-point average of 2.75 (on a 4.0 scale). Successful applicants for the MSA degree typically have a cumulative undergraduate grade-point average of 3.0 (on a 4.0 scale). Conditional acceptance may be offered in some cases where the overall grade-point average in the last 60 hours of coursework is at least a 2.5.
- **Experience/licensure:** Successful applicants to the non-education administrative-oriented graduate

programs typically have a minimum of two years of successful full-time working experience beyond the conclusion of the baccalaureate degree. Successful applicants to the M. Ed. program typically have a minimum of two years of successful full-time teaching experience beyond the conclusion of the baccalaureate degree and a valid teaching certificate or the equivalent, such as an expired or out-of-state license.

- **National exam scores:** Successful applicants to Cedarville University Graduate Programs typically have received competitive scores on their program-appropriate nationally standardized exams. The organizations sponsoring these national exams explicitly discourage the use of absolute cutoff scores and urge all educational institutions to consider the scores within the context of the student's entire application package. Accordingly, scores from nationally standardized exams will be considered along with other factors in making final admission decisions. Students seeking to enter the MSA program typically take the GMAT exam. Students seeking to enter the M. Ed. program typically take the GRE exam.

#### **ADDITIONAL APPLICATION STEPS FOR ADMISSION TO GRADUATE DEGREE PROGRAMS**

- (1) Complete and submit the *Degree Candidate Application* accompanied by an application fee of \$20.
- (2) Send official copies of (a) transcripts from all undergraduate and/or graduate programs attended and (b) the appropriate standardized test as required by the particular field of study for which

you are applying taken within the five years prior to applying.

- GRE for the M.Ed. degree program
- GMAT for the MSA degree program
- TOEFL (Applicants for whom English is a second language must typically have a score of at least 600 on the TOEFL examination taken within the last five years, unless they completed an entire baccalaureate or graduate program in residence in the United States.)

- (3) Submit two recommendation letters
  - One from your current employer or supervisor, or someone else in a position to evaluate your **career performance/potential**
  - One from someone in a position to comment on your **academic performance/potential**
- (4) Complete a typed 600-word (maximum) essay. This essay will be used to assess both content and communication factors in evaluating your probable success in completing the graduate program. Your essay should address four issues:
  - How the graduate program fits your **career plans**
  - Your **salvation** experience and key events in your subsequent **spiritual growth**
  - The **strengths and limitations** you could bring to the graduate program
  - The **support network** (family, church, professional, personal) you have that will help you during your time in the graduate program

Applicants for graduate programs may be interviewed by the director of graduate programs and, where beneficial, by representatives from the particular graduate programs for which admission is being

sought. The Graduate Office will be responsible for arranging these interviews.

The processing of applications by the applications office cannot be completed until all application materials (including official copies of transcripts and test scores) are received. Applicants should feel free to contact the Graduate Admissions Office to check on the status of materials received.

### **STANDARDS OF CONDUCT**

At Cedarville University we believe that the principles found in the Bible should govern our appearance, words and actions. We believe that our appearance, words and actions should honor and manifest godly qualities, recognizing that we have a responsibility to maintain a clear and compelling witness before unbelievers.

Consequently, all students at Cedarville University are expected to handle issues of conduct and dress as mature Christians and working professionals. Some aspects of the commitment that faculty, staff and students make reflect biblical convictions; others reflect what we call "institutional preferences" and such preferences allow us to maintain an orderly Christian educational community on campus.

Specifically, we all agree not to use alcoholic beverages, tobacco, or non-medicinal drugs. We also agree not to participate in inappropriate dancing, gambling, use unwholesome media materials, or hold membership in secret societies. Most graduate courses are offered on Saturdays or during summer modules, so modest, dress-casual would be appropriate. We have a sincere respect for the Lord's Day and ask all students to respect and

honor that position. In all things we seek to serve Christ and avoid personal attitudes of distrust, dishonesty, selfishness, damaging criticism, disrespect, unethical conduct, and irreverence.

All graduate students are expected to comply with the Cedarville University Standards of Conduct. The director of graduate programs, working with the appropriate campus officials and offices, is responsible for matters related to graduate student conduct. Students who are found to violate the University's standards of conduct will be subject to corrective action up to and including expulsion from the University.

### **FINANCIAL DETAILS**

#### **UNIVERSITY FINANCIAL OPERATING POLICY**

The tuition and fees are kept as reasonable as possible consistent with responsible operation of the University. The revenue from students does not cover the total cost of operation.

The University is partially supported by individuals and churches who desire to have a share in the preparation of young people for effective Christian service as pastors, teachers, missionaries, evangelists, and dedicated Christians in all walks of life. Some funds are received from interested businesses, industries, and foundations.

Student costs as stated are subject to change upon reasonable notification by the University.