

## 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.

### STANDARDS

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.

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

Applicants to Cedarville University Graduate Programs generally 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 at least 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 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.

### APPLICATION STEPS

(1) Complete and submit the *Graduate Programs Application for Admission* along with a \$30 non-refundable application fee. The essay section should be typed (1000-word maximum). The essay will be used to assess both content and communication

factors in evaluating your probable success in completing the graduate program.

(2) Complete and submit a ***Church Leader Recommendation*** form.

(3) Have an official transcript sent from each college and university attended. The transcript from where you earned your bachelor's degree 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 on the written test and 300 on the computer-based. 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.

(5) Applicants must submit the appropriate standardized test as required by the particular field of study for which you are applying. Test should be taken within five years prior to applying.

- GRE for the M.Ed. and MSN degree programs
- GMAT for the MSA degree program

**Please note:** The GRE is required of all degree-seeking students. However, a student may take up to 11 credit hours before completing the GRE requirement. Students lacking GRE scores may be permitted to take courses under conditional acceptance.

(6) Submit a letter of recommendation from your current employer or supervisor. If self-employed, have someone else in a position of leadership who is able to evaluate your **career performance/potential**.

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 Director of Graduate Admissions will be responsible for arranging these interviews.

The processing of applications by the graduate admissions office cannot be completed until all application materials (including official copies of transcripts and test scores) are received. However, a student may be accepted conditionally and permitted to take some classes (see Conditional Acceptance). Applicants should feel free to contact the Graduate Admissions Office to check on the status of materials received.

The application, its supporting documents, and a course registration form should be submitted a minimum of two weeks before the first session of any class. Extenuating circumstances for late acceptance will be considered on a case-by-case basis, enabling a student to temporarily attend classes before being officially accepted. However, any student who has not completed the admissions process by the start of the second class in either the fall or spring term or by the start of the second week of the summer session will not be permitted to attend further classes. Any required tuition deposit paid will be forfeited.

#### **CONDITIONAL ACCEPTANCE**

A student may be granted conditional acceptance and permitted to take some classes for a number of reasons.

1. The student lacks official copies of transcripts.
2. The student lacks GRE scores.
3. The student's academic record does not meet typical graduate admission standards, but shows potential for success.

Conditional status permits a student to take up to 11 credit hours (unless otherwise stipulated) before any outstanding conditions must be satisfied.

### 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 conduct themselves 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.

The standards of conduct are outlined in *The Cedarville Experience*, a publication of the student life division of Cedarville University. Students may request a copy of this publication to be sent to them through the mail or may access it online at [www.cedarville.edu/departments/sso/handbook/](http://www.cedarville.edu/departments/sso/handbook/).

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.

### STUDENT COSTS (AS OF MARCH 2006)

COSTS	SU & FA 2006
<b>Tuition</b> per semester hour	\$298
<b>Fees:</b>	
Application fee	\$30
Drop/add (course) fee	\$10
Reservation deposit (per course, applied toward tuition)	\$50
Late payment fee	\$20

### ESTIMATED ANNUAL COSTS (FALL 2006)

Tuition (based on 12 semester hours)	\$3576
Books and supplies (based on four courses per year)	\$600
<b>Total Estimated Costs</b>	<b>\$4,176</b>