

Responsible Official: Vice President for Enrollment

Responsible Office: Enrollment

Next Review Date: June 30, 2023

Website Address:

<https://myumo.moc.edu/services/ir/Policies/Public%20Policies/AdmissionsPolicyProcedures.pdf>

UNIVERSITY OF MOUNT OLIVE ADMISSION POLICIES

POLICY STATEMENT

The University of Mount Olive admits applicants whose academic potential and personal qualities are compatible with the distinctive mission of the institution and whose goals match the programs and services of the institution.

Mission: The University of Mount Olive is a Christian faith-based, values-centered private institution rooted in the liberal arts tradition. We serve our students, our founding church and our communities.

New students entering the University of Mount Olive are handled based upon the program they wish to enter.

- **Undergraduates:** All students applying for undergraduate admission to the University must submit an application.
 - Freshmen applicants to the traditional daytime program must submit an official high school transcript or equivalent proof of high school completion.
 - College transfers and readmits entering the traditional daytime program, or any applicant to the adult online programs must submit official transcripts from all previously attended colleges.
- **Graduates:** All students applying for graduate admission must submit an application, transcript from their bachelor degree granting institution. Some programs require additional documentation.

*Visiting students (those visiting from another institution and wish to transfer credit back to their primary school) and special students (those who wish to enroll for non-degree purposes) are also considered for admission and must complete an application. Visiting applicants must present a Home Institution Letter, with written permission from the Registrar of the home institution that approves the transfer of coursework.

The University will evaluate the validity of a student's high school completion if the institution or the Secretary of the Department of Education (via Title IV FAFSA) has reason to believe that the high school diploma is not valid or was not obtained from an entity that provided secondary school education.

All official materials submitted in support of an application for admission become the property of the University. These materials will not be returned or released to third parties. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.

Admission to the Institution does not guarantee admission to any particular school or degree program. Each student must meet the requirements of the academic program s/he wishes to enter.

POLICY FOR READMISSION TO THE UNIVERSITY OF MOUNT OLIVE

Readmitted students are students returning to the institution after being separated or after being out of enrollment (inactive) for two consecutive semesters. Applicants seeking readmission must meet the entrance requirements of the institution and program in effect at the time of readmission.

Note: If a military student chooses to “separate” from the University (using the Separation Request form), the student shall be readmitted and re-enrolled without penalty or redetermination of admissions eligibility and can remain on their original curriculum for a period of five years after returning from deployment or being relocated to another duty station.

POLICY FOR APPLICANTS WITH DISABILITIES

The University is committed to providing inclusive admissions to academic programs for students with documented disabilities by providing reasonable accommodations. The Institution recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, and activities.

The following statement appears on all University applications for admission: *The University of Mount Olive does not discriminate on the basis of race, sex, color, national or ethnic origin, age, or handicap in the administration of its personnel and educational policies. It admits all qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.*

Individuals with documented disabilities who wish to request reasonable accommodations from the institution should contact Office of Student Accessibility at 1-800-653-0854. The information provided will only be used to assist the office of Disability Services in determining accommodation needs.

REASON FOR POLICY/PURPOSE

TO ENSURE CONSISTENCY OF ADMISSIONS DECISIONS

To ensure consistency of practice and to conform with federal, state and institutional regulations, higher education best practices, and regional accreditation standards, all University of Mount Olive admissions decisions and information communications regarding these decisions are centralized through the Office of Enrollment. Letters, notices and any other written communications which go to students flow through the institutionally-sanctioned information system(s) and institutional email. This practice assures that all applicants and transfers are treated consistently and that there is a record of communication to them. These policies are also communicated to prospective students and other constituents via the institutional website and the online catalog.

OPERATIONAL DEFINITIONS

Traditional students: Generally described as recent high school graduates, college transfers, or international students attending the Mount Olive daytime format. These students range in age from 18 years and older.

Adult students: Generally described as adults that are high school graduates or college transfers, 21 years or older.

Graduate students: Generally described as individuals with an earned baccalaureate degree pursuing advanced education.

POLICIES

ADMISSIONS DECISIONS:

The University of Mount Olive admits applicants whose academic and personal qualities are compatible with the mission. In order to ensure that students can benefit from the instruction offered at the institution, admissions decisions are made consistent with the policy described herein, and according to the instructional format which is the best fit for the applicant: undergraduate students under 21 years of age are routed to the traditional daytime format which is designed to accommodate their learning styles, while students over the age of 21 may choose adult formats designed to meet adult learning and life styles. Occasional exceptions are made based on life and family circumstance. Students applying for graduate admission must meet the minimum programmatic requirements.

Applicants not well suited to the University's academic programs are put forward for review by the Vice President for Enrollment or Associate Vice President for Adult and Graduate Enrollment and Operations. He or she makes a decision of admission or denial; denied applicants may appeal in writing directly to the appropriate staff member.

RIGHT OF REFUSAL POLICY

The University's "Right of Refusal" policy can be found by visiting the Institution website and clicking Apply:

The University of Mount Olive reserves the right to refuse admission to any applicant or re-admission to any student or to dismiss any student whose conduct is judged detrimental to the University program or community. Applicants wishing to appeal Right of Refusal admission or re-admission decisions may appeal in writing to the Admissions Review Committee. Included in the written appeal should be documentation to support the reasons for the appeal. Students wishing to appeal dismissal decisions may make appeal in writing to the Vice President for Student Affairs as described in the University of Mount Olive Student Handbook Student Code of Conduct.

The Admissions Review Committee (ARC) is a standing institutional committee charged with two tasks:

- Evaluate admissions policies and procedures so as to ensure that they are consistent with the educational purposes of the institution.
- Periodically review recruitment materials and activities to ensure that the institution and its programs are represented truthfully.

Membership of the ARC includes, at least one academic Dean, Director of Traditional Admissions or designate, Director of Marketing, Associate Vice President for Adult and Graduate Enrollment and Operations, Vice President for Academic Affairs, SACSCOC Liaison, Executive Vice President, an Athletic representative, and a Learning Commons representative. Resource persons from various service offices are invited for input and presentations when appropriate. The ARC meets on an as-needed basis.

CONTACTS

Vice President for Enrollment

APPROVED BY

Admissions Review Committee

Executive Council

Board of Trustees, as appropriate

APPENDICES (INCLUDING ANY FORMS/INSTRUCTIONS)

HISTORY/REVISION DATES

Original adoption date(s): 11/4/2008 [original Right of Refusal statement adopted 09/21/01; high school completion validation adopted 7/01/11]; amended April 8, 2015 [high school completion validation amended per DOE [p. 1]; institutional name change edits; *revised transcript requirements for undergraduate applicants [p. 1, pp 3-4], added policy note for military student readmission [p. 3,] omitted institutional procedures and reorganized throughout]*

Last amended date: 06/05/2020: significant alterations based on Admissions team feedback; reflects structural and procedural changes made to Adult and Graduate programs (AGP), clarifies process distinctions between Traditional and AGP.

End Date for Policy (if applicable): N/A

RELATED COMPLIANCE STANDARDS/EXTERNAL POLICY DOCUMENTS:

SACS 10.5 (Admissions policies and Procedures)

SACS document “Advertising, Student Recruitment, and Representation of Accredited Status”

SACS document “Developing Policy and Procedures Documents”

Military Deployment & Relocation Policy for Drops, Withdrawals, Separations, and Readmission

Department of Education (DOE) Communication April 2015 regarding Academic qualifications HEA Sec. 484(d), OR 34 CFR 668.32(e) OR Volume 1, Chapter 1, Page 5