

## 6. Admissions Process

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## 6. Admissions Process

### Admission Requirements

Lincoln Christian University's Seminary desires to enroll Christians who have a heart for God, a love for people, a desire to serve in some form of leadership ministry, an ability to do graduate work, and a commitment to the Seminary's mission.

Students are admitted to the Seminary once they have demonstrated through the application process that they meet the characteristics described above. Students are also required to have earned a bachelor's degree from an accredited college or university with a grade point average of at least 2.5 (where 4.0 = A), calculated from the last 60 hours of their undergraduate program. Additional admission requirements for international students are described below.

### Admission of International Students

The admission requirements for international students are the same as for others, with these exceptions:

1. The requirement concerning "a bachelor's degree from an accredited college or university with a grade point average of at least 2.5 (where 4.0 = A), calculated from the last 60 hours of their undergraduate program" will be applied, as much as possible, using standards appropriate to the country of origin within the guidelines of the Seminary's accrediting bodies. The same applies to official transcripts.
2. International students whose first language is not English are required to pass the TOEFL exam with a minimum score of 550 on the paper version, 213 for the computer version or 79 for the Internet version. The student must submit official evidence of that score, prior to any admission decision. (This requirement may be waived for students whose undergraduate degree was from an English-language college or university.)
3. International students should submit application materials at least six months in advance of any desired date of enrollment in order to allow for the processing of various forms required for international students and travel.

The Seminary Admissions Office has a written set of guidelines describing the admission process for international students.

### Admission of Military Veterans

Military veterans are required to submit, along with the usual admissions materials, a photocopy of their military discharge papers. In addition, disabled veterans or other eligible persons who qualify for educational benefits should obtain the necessary certification of eligibility for training from the nearest office of the Veterans Administration. Specific questions concerning unusual problems should be directed to an office of the Veterans Administration. To help determine your eligibility for VA benefits you may contact the toll-free VA Education phone number, 1-888-442-4551, or go to the VA Education Web site at <http://www.gibill.va.gov>. More routine questions of a general nature may be directed to the Financial Aid Office.

## Application Process

Students desiring admission to Lincoln Christian University's Seminary should complete the following application process, sending all materials to the Seminary Admissions Office, 100 Campus View Drive, Lincoln, IL 62656. For further information contact the Director of Seminary Admissions at 217.732.3168 ext. 2275, or at <http://www.lincolncristian.edu/Seminary/contactus.asp>

1. Submit a completed "Application for Admission" form, accompanied by the application fee (See "Other Fees and Costs" in Chapter 7) and a recent photograph. You may submit a paper copy of the application or apply online at [www.lincolncristian.edu](http://www.lincolncristian.edu)
2. Include with the application form a brief spiritual autobiography, following the guidelines included with the application form.
3. Request that official transcripts from each college, university, or seminary previously attended be sent to the Seminary Admissions Office. If a military veteran, submit a photocopy of the official discharge papers.
4. Participate in an evaluation process, if requested by the admissions committee. This evaluation may include any of several options: A Bible knowledge proficiency examination, an evaluation of theological knowledge, and/or the taking of personality profile instruments. The purpose of requiring an evaluation process is to assist in advising the student, and to give direction to resolving any deficiencies which would hinder an effective seminary educational experience.

When these materials have been received, including responses from the three references the applicant listed on the application form, an admissions committee will review all this information and make a decision as to whether or not the applicant meets the Seminary's admission requirements. Students will then be notified in writing of the admissions committee's decision. Admitted students will be sent a medical information form, which they must complete and submit prior to registering.

Application materials should be returned as early as possible, but at least by August 1 for fall enrollment or by December 15 for spring enrollment in order to ensure a timely response. Applications received after those deadlines may be deferred to a later semester.

## Non-Degree/Provisional Acceptance

Students may be allowed to take courses on a "non-admitted" status if they have no desire to complete a degree or if they are not sure if they wish to pursue a degree program. Such students may be allowed to enroll as "non-admitted students" and take up to three courses (9 hours), but they must still complete a basic information form and there must be space available in those classes. The same tuition rates and fees apply as for admitted students, and the same academic policies and student life guidelines also apply. Such students, if allowed to enroll, will be advised by the Academic Dean. After three courses (9 hours) students must formally apply and be admitted to be allowed to continue.

## Re-Application Process for Returning Students

Students who have not enrolled in any Seminary courses for at least 12 months must re-apply for admission by following the application process described earlier in this chapter.

## **Registering for Courses**

Admitted students must register for courses, following guidelines and deadlines issued by the Admissions Office. Admitted students will be sent these guidelines and deadlines well in advance of the beginning of a semester. Information about payment of tuition and fees is also included. Students with outstanding student bills will not be allowed to register or graduate. To see a list of scheduled course offerings, see <http://www.lincolncrchristian.edu/Seminary>.