

Title: First-Year Admission Policy

Policy Abstract: The First-Year Admission Policy provides general guidance regarding College admission standards.

Responsible Offices: Office of Admission

Officials: Vice President of Enrollment Management
Assistant Vice President of Admission

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Applies to: All admission recruitment staff members

Effective Date: June 2013

Revision Date: September 2014

Introduction/Background: The application requirements and admission policies for Birmingham Southern College are stated in the College catalogue. The College does not discriminate on the basis of religion, race, color, national origin, ethnic origin, sex, sexual orientation, age, disability or status as a protected veteran in admissions policies. The College admits as students those applicants whose ability, training, motivation, and interests indicate that they will do successful college work. The course of study and quality of work done in high school or college are both taken into consideration when a student applies for admission as well as scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT), a personal statement, and the evidence from references (high school principals, guidance counselors, teachers, alumni of the College, ministers, or other reputable citizens). Applicant must have graduated from an accredited high school or homeschool with an acceptable average in all academic subjects attempted and received credit for at least sixteen units, four of which should be in English. The College is a member of the National Association for College Admission Counseling (NACAC).

Purpose: This policy outlines the requirements for application and guidelines for acceptance established for admission recruitment staff.

Applicable Regulations: SACSCOC Comprehensive Standard 3.4.3. The institution publishes admission policies that are consistent with its mission.

Policy Statement: This policy describes the guidelines that govern the decisions recruitment counselors can make on an application for admission.

Students can apply to Birmingham-Southern College by submitting one of four applications. All application types are processed and evaluated in the same way and no preference is given to any particular application type. An application is considered complete once the following items have been received:

- Essay or personal statement
- Official high school transcript
- Official standardized test scores (ACT or SAT)

- Letter of recommendation
- Recommendation form (completed by a high school official)

The College admits students whose ability, training, motivation, and interests indicate that they will do successful college work. The course of study and quality of work done in high school is taken into consideration when a student applies for admission.

To be admitted to Birmingham-Southern College as an entering first-year student, an applicant must have graduated from an accredited high school or homeschool with an acceptable average in all academic subjects attempted and received credit for at least sixteen units, four of which should be in English. The other twelve academic units may be in any of the fields listed below:

- Foreign languages (at least two units in the same language)
- History
- Mathematics (algebra, geometry, trigonometry, calculus, precalculus)
- Natural sciences (general science, biology, chemistry, physics) Social sciences (civics, democracy, economics, psychology, sociology)

The applicant must also present acceptable scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and must submit an original personal statement and a satisfactory recommendation from the high school or homeschool official.

Once completed, an application undergoes a thorough review by a trained Admission Counselor who has the following options:

- Accept – All credentials and supporting documentation support the belief that a student is academically prepared and will be a successful member of the BSC community.
- Review – If the reviewing counselor is concerned about the student’s ability to succeed at BSC, the file undergoes a secondary review conducted by the Director of Admission who either renders an admission decision or determines that the file must go to the broader Admission Committee.
- Deny – All applicants whose credentials and supporting documentation fail to meet the standards of success receive a second read from the Director of Admission who then makes the final determination.
- Admissions Committee – Any file that, upon the Director of Admission’s second review is deemed to warrant further investigation, is referred to the Admission Committee. This committee has the power to Admit, Provisionally Admit, or Deny any application. makes one of the following decisions.

Details: The written policies include non-discrimination as it relates to civil rights, American Disabilities Acts, the pertinent Educational Amendments, and other non-discriminatory policies.

The admission policies of this college are published on the home page under the admissions portal and also information for future students, as well as international students, along with Admission Counselor contact information. It is stated in the *Catalog*. The College’s web page provides an online application with admission information, forms, links to counselors, a request for information link.

Application Types Include:

- Common Application
- BSC Online Application
- BSC Paper Application
- Select Scholars Application

Members of the Admission Committee:

- Faculty representatives from the Admission & Enrollment Management Committee of the College
- Assistant Vice President of Admission
- Director of Admission
- Assistant Director of Admission

The decision of Provisional Admit requires that a student meet a specific goal prior to starting their first-year at Birmingham-Southern College. Most often, this goal would be a specific letter grade in a specific class.

Students denied admission to Birmingham-Southern College typically have academic credentials of ACT of 18 or below; SAT of 800 or below regardless of GPA.