

The logo for Newberry College, featuring the name "Newberry College" in a white serif font on a red rectangular background. Above the red background is a decorative horizontal line with a repeating square pattern.

Newberry College

Office of Enrollment Management

Standard Operating Procedure for Admitting Freshman (Non-International)

(As of April 6, 2010)

1. Determination of Admissions Status

The Director of Admissions determines the admission status of all applicants to Newberry College taking into consideration the following:

- Character
- Grade point average on core courses
- ACT or SAT score report
- High school rank
- Type of curriculum attempted
- Extra-curricular activities and other relevant factors (e.g. church involvement, community service, volunteerism, etc.).

2. Routine Admission

A. A student is granted admission to Newberry College if he or she meets the following criteria:

- Possess good character.
- Earn a 2.0 core grade point average (the core GPA does take Honors, AP, and IB courses into consideration), as well as a weighted 2.0 grade point average as reported on the high school transcript. A student's core GPA is generally based on the following fourteen (14) academic or college preparatory subjects from ninth through twelfth grades:
 - Three years of English.
 - Two years of Mathematics (Algebra I or higher).
 - Two years of natural/physical science (1 year of lab if offered by high school).
 - Two years of additional English, mathematics or natural / physical science.
 - Two years of social sciences.
 - Three years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).
- Earn either a combined SAT score of 820 (Critical Reading & Math sub scores only), with a minimum of 410 in each of the Critical Reading and Math sub scores or an ACT sum score of 68, with a minimum of 17 in each of the English and Math sub scores.

- B. A student may take the SAT or ACT more than one time. If a student takes either test more than once, the highest sub score from different tests may be used to meet the minimum test-score requirements. Below are two examples:

	Math	Critical Reading	Total Score
SAT (10/07)	390	410	800
SAT (12/07)	410	400	810
Scores used	410	410	820

	English	Math	Reading	Science	Composite
ACT (11/07)	16	18	15	19	68
ACT (02/08)	17	16	16	18	67
Scores used	17	18	16	19	70

3. Non – Traditional Admission

- A. Students in the following four categories do not meet the standards for outright admission, but they may be admitted after a more detailed review of their qualifications by the Admissions Committee.
- Student meets minimum SAT or ACT scores and GPA requirement, but sub score(s) is below a 410 on the SAT or 17 on the ACT.
 - Student meets GPA requirements, has SAT of 790 – 820, with sub scores equal to or greater than 390.
 - Student meets GPA requirement, has ACT of 65 – 68, with sub scores equal to or greater than 15.
 - Student meets all SAT/ACT requirements, but their core GPA is 1.95 – 2.0.
- B. Eligible students will be placed in deferred English or Math by the Admissions and Financial Aid Counselors.
- C. If the student is deficient in English:
- A letter will be mailed notifying the student that he/she must take the placement exam prior to an admission decision.
 - Testing will be conducted by AA every other Friday at 3:00 p.m.
 - If the student passes the placement exam, he/she will be placed in ENG 111 and automatically be unconditionally admitted.
 - If a student places in ENG 099, the file will be reviewed by the Committee for conditional acceptance into the Summer Bridge Program or denied admission.
- D. If the student is deficient in Math:
- A letter will be mailed notifying the student that his/her admission file will be reviewed by the Admissions Committee.
 - The file will be reviewed by the Committee for unconditional acceptance, conditional acceptance into the Summer Bridge Program or denied admission.

- E. If the student meets minimum test scores, but has a low GPA:
- A letter will be mailed notifying the student that his/her admission file will be reviewed by the Admissions Committee.
 - The file will be reviewed by the Committee for unconditional acceptance, conditional acceptance into the Summer Bridge Program or denied admission.

4. **Presidential Admission**

A final opportunity for admission for students who do not meet the standard is through receiving a Presidential Admission. If the student is denied admission by the Admissions Committee, the file can be considered for Presidential Admission under extenuating circumstances. Presidential Admission is limited to no more than 5% of the incoming class each year and must be comprised of 50% athletes and 50% non-athletes.

- A. The intent of this exception is to accommodate a student who is disadvantaged or to attract those with special talents for the College. The President of Newberry College can approve the admission of a student who does not fully meet minimum admission requirements but who has special attributes, special talents or is unable to attend summer session II to remediate identified academic weaknesses.
- B. The Admissions & Financial Aid Counselor is responsible for putting together the information to be forwarded through the approval process. The counselor should email the information in a PDF to the Director of Admissions with the subject line “Presidential Admit Waiver for (student)”. The PDF attachment should include the following:
- Enclosures Form (template below)
 - Transcripts & Test Scores
 - Letters of Recommendation

The body of the email should be the Cover Letter (template below) and the counselor should fill in all of the information in Sections 1, 3, & 4 of the Cover Letter, along with the student’s name in the heading.

- C. The Director of the Student Academic Support Center will produce an academic status report at the end of each semester for the President with copies to the VP for Academic Affairs and the VP for Enrollment Management. Students will agree to meet the following requirements if they are admitted:
- Achieve a minimum grade of a “C” or “S” in all of the following courses if attempted during their freshman year:
 - ENG 099, 111, 112
 - MAT 099, 121, 122, 150, 200

- Meet all of the requirements above as well as remain eligible for continued enrollment as outlined in the college handbook.
- Participate in an established academic study and/or tutoring program as assigned by the Director of the Student Academic Support Center.
- The Director of the Student Academic Support Center will develop the specific requirements for how this program is implemented and evaluated.

5. **Denied Admission**

Students will automatically be denied if they did not earn a SAT score of 790 or an ACT sum score of 65, or if their core GPA is below a 1.95. They are encouraged to strengthen their academic records or to enroll in technical college and transfer in at a later term.

6. **Point of Contact**

The point of contact for this memorandum is Julie M. Nelson, Senior Director of Enrollment Management. Email, Julie.nelson@newberry.edu and office telephone, (803) 321-5131.

Memorandum Through: Director of Admissions and Vice President for Enrollment Management

Subject: Presidential Admit Waiver for (Student)

1. Attached for your review and approval/disapproval is the Presidential Admit Waiver for (Student).

- a. SAT/ACT

Composite: English: Math:

- b. GPA

HS (4.0 Scale): HS (UGS): Core/Recalculated:

Class Rank:

- c. Credit Hours (Transfers Only)

Institution Hours

- d. Special Interests

- e. Reason for Presidential Consideration

2. Director of Admissions

Approve/Disapprove Date:

Comments:

Vice President for Enrollment Management Approve/Disapprove Date:

Comments:

President, Newberry College

Approve/Disapprove Date:

Comments:

3. Point of contact for this memorandum is (Counselor).
4. Attachments: