ADMISSION

Campus visit

All prospective students are invited to explore the opportunities available in and out of the classroom at Central by arranging a personal campus visit. Prospective students tour the campus with a student host and visit with an admission counselor to discuss academic programming, extracurricular options, the admission process, scholarships and financial aid. Students may also request an appointment with a faculty member or sit in on a class in their chosen field of study. Additional meetings with music or theatre staff members or coaches can also be arranged.

The office of admission is open from 8 a.m.-5 p.m. Monday through Friday throughout the year. From September through May, the office is also open on Saturdays from 8 a.m.-noon. Please see the admission website at www.central.edu/admission for a list of special visit events throughout the year.

For more information, contact Central’s campus visit coordinator at 641-628-7616 or toll-free at 877-462-3687 during regular office hours.

Application for admission for new freshmen

To apply for admission:
1. Submit a completed application with a nonrefundable $25 application fee. This fee will be waived if: you are a child of an alumnus; you apply before January 15; you apply after a personal campus visit; and/or you apply on-line.
   - Apply on-line at www.central.edu or, Applications are also available online at www.central.edu/apply
   - Request one directly by writing: Admission Office, Central College, Campus Box 5100, 812 University, Pella, IA 50219 or,
   - Phone toll free at 877-462-3687 or direct 641-628-5285.
2. Have your high school send an official transcript of your high school credits to the office of admission.
3. Have a report of your ACT or SAT test scores sent to the office of admission if the test results are not posted on your transcript.

Note: For students enrolled in college or Advanced Placement courses, an official transcript from the college(s) attended and/or the College Board (for AP courses) should be sent to the admission office.

Admission guidelines

The college’s admission committee reviews all applications for admission and especially seeks to admit students who demonstrate the desire, skills and potential to compete successfully at the college level. To be considered for admission as a degree-seeking student for fall, spring or summer, candidates should:
1. Be a graduate of an accredited secondary school or its equivalent;
2. Rank in the upper half of their secondary school graduating classes;
3. Have test scores on the ACT or SAT high enough to predict probable success at Central; (For the purposes of admission and financial aid decision-making, the college recognizes each candidate’s highest ACT or SAT composite score on a single test. Students are in no way penalized for sitting for the ACT or SAT more than once.);
   NOTE: When you register for either the ACT or SAT, use the Central College code numbers: #1284 for ACT; #6087 for SAT.
4. Score a 530 on the TOEFL exam, a 197 on the computerized equivalent, or a 71 on the internet-based exam (if enrolling as an international student)

While specific courses are not required for admission, the college recommends that candidates have the following:
- English - four years, including literature;
- Mathematics - two or more years, including algebra, algebra II and geometry;
- Social studies - three or more years, including American and European history;
- Sciences - two or more years of lab science;
- Foreign languages - two or more years.

Regular admission

Candidates who have an ACT composite score of 20 or above (940-970 SAT critical reading and mathematics combined scores) are typically admitted to Central without restriction or condition if they meet each of the following criteria:
1. Have an unweighted cumulative grade point average of at least 2.700 on a 4.000 scale;
2. Have successfully met the recommended college-preparatory curriculum outlined previously;
3. Rank in the top half of their secondary school graduating classes; and
4. Present no extenuating causes for special consideration.

A limited number of candidates may be admitted who do not meet the criteria for regular admission, but who demonstrate the potential and motivation to succeed at Central. Such candidates may be asked to provide the admission committee with additional information such as a seventh semester transcript, recommendation letters or personal statements. If admitted, students in this
category should expect to be placed in at least one prescribed course and are strongly encouraged to utilize additional academic support services available at the college.

Admission of home-schooled students

Prospective students seeking admission as freshmen who were home-schooled must submit scores from the ACT or SAT and appropriate documentation evidencing completion of a secondary-level program of study culminating in the equivalent of a high school diploma. Specific admission requirements and documentation may vary based upon the nature of the home-school program. Please consult the office of admission for guidance.

Equivalency diploma consideration

A prospective student seeking admission as a degree candidate who is 18 years old and holds an equivalency diploma issued by his/her state department of education will be given full consideration for admission.

To apply, candidates must submit an official transcript of all attempted course work in high school and a transcript of General Education Development (GED) assessment. Students who did not take an ACT/SAT while in high school or within four years of leaving high school may be required to take an ACT/SAT at a national test site or residually at Central College.

Appeals

All decisions of the admission committee may be appealed by the candidates within 30 days of notification. To appeal a decision, a candidate must submit a detailed statement in writing that addresses the following issues:

1. What is your motivation for seeking admission specifically to Central College?
2. What extenuating circumstances or conditions should the members of the admission committee consider in re-evaluating your application?
3. How do you expect your academic performance to differ from secondary school to college? What assurance can you give that the change will, indeed, take place?
4. Which of the secondary school teachers whom you have had for a college preparatory class can best speak to your potential to succeed in college (list name, department, address and telephone number)?

Notice of admission

Applications for admission and academic credentials are reviewed by the admission committee. Notification of the admission decision is made within two weeks after all official documents have been received, unless additional information is requested. Central College adheres to the National Candidate Reply Date that permits admitted students to select from all admission and financial aid award offers without penalty until May 1. All students planning to enroll full time (12 credits or more) are required to submit an enrollment deposit of $200, which is refundable until May 1.

Housing

Central College is an intentionally residential community and is committed to on-campus living as a vital component of an integrated learning environment.

As an intentionally residential community, all full-time students are required to live in college-owned housing unless married, of nontraditional age (23 years or older), a veteran, have a dependent child(ren) or enrolled part-time. Please be aware that financial aid will be adjusted for off-campus students.

College/Advanced Placement Credit

Credit earned at accredited colleges or universities will be accepted in transfer if grades of at least a “C” ("C-" is not acceptable) are earned in the courses, and if the courses can be applied toward a Central College degree. A maximum of 60 semester hours of transfer credit (including a maximum of 24 credits from AP, IB, PSEO, and dual enrollment) may be applied toward completion of a Central College degree. If you completed Advanced Placement examinations, contact the College Board, and arrange to have an official score report sent to Central College (CEEB 6087).

Transcripts are evaluated by the registrar. For more information, see the Transfer Credit Policy in the “Academic Policies” section of this catalog.

Transfer Application for Admission

To apply for admission to Central as a transfer student:

1. Submit a completed application with a nonrefundable $25 application fee. This fee will be waived if: you are a child of an alumnus; you apply before January 15; you apply after a personal campus visit; you apply on-line.
   - Apply on-line at www.central.edu
   - Request one directly by writing: Office of Admission, Central College, Campus Box 5100, 812 University, Pella, IA 50219 or
   - Phone toll free at 877-462-3687 or locally 641-628-5285
2. Have your high school send an official transcript of your high school credits to the office of admission.
3. Request that official transcripts from each college/university previously attended be sent directly to the office of admission at Central. Attendance at each institution must be reported regardless of whether credit was earned. Failure to submit official transcripts from all colleges/universities previously attended is sufficient cause for denial or cancellation of admission and could preclude continued enrollment at Central.
4. Have a report of your ACT or SAT test scores sent to the office of admission if the test results are not posted on your high school transcript.
5. Transfer students who are currently enrolled at another institution must also provide a final transcript prior to enrolling at Central.

International student admission

Students who are not United States citizens or United States permanent residents are required to complete the international student application for admission. In addition to the application, all international students are required to supply the following documents:

- Official copies of transcripts with an original stamp, signature, or seal is required. The transcript should be in the original language of instruction, with a certified English translation if applicable.
- Official documentation of English proficiency (see specific English language requirements below).
- A clear photocopy of identity page of passport (to ensure correct spelling of applicant’s name and verification of birthdate).
- Official and original results of any standardized tests, such as SAT and ACT examinations. SAT and ACT examinations are not required for international students but are highly recommended for consideration of merit scholarship eligibility.
- Optional additional supporting application documents include: letter(s) of recommendations and a personal statement.

English language proficiency requirement

Central College requires international student applicants to provide one of the following test scores to validate English language proficiency:

- A TOEFL score of 530 paper-based or a score of 71 on the internet-based (IBT) test.
- A band score of 6.0 on the IELTS with no sub score lower than a 5.5.
- SAT Critical Reading score of 420.

English language proficiency is also met in any of the following ways:

- Completion of 36 transferrable credits from an accredited US institution (required for transfer students).
- First-year students who have attended four years at a U.S. or international based high school where English was the primary method of instruction and grades of "C"/2.0 or better were earned in their English language courses.
- Successful completion of level 112 of the Intensive English for Academic Purposes Program from an ELS English Language Center. An official Academic Report and copy of the ELS Certificate must be sent directly from ELS to Central’s office of admission.

International transfer student admission

International transfer students must complete the international student application. In addition to the above requirements transfer students are required to submit college or university credentials from all non-US institutions to a foreign credential evaluation agency for a course-by-course evaluation with a grade point average (GPA) calculation. Central College recommends that applicants use World Education Services, Inc. (WES) for their credential evaluation. The evaluation report must be sent directly from WES to Central College’s office of admission.

Attendance at each post-secondary institution must be reported on the application regardless of whether you want to receive transfer credit or have it used in our admission decision.

INS requirements

International students are required to submit proof of financial resources before an I-20 or DS-2019 is issued, respectively, for the F-1 or J-1 U.S. visa. Merit and need-based scholarships are available to international students, although the assistance offered does not cover the total cost of attendance.

Guest/non-degree seeking students

Students not seeking to earn a bachelor’s degree from Central College may be admitted and allowed to enroll in courses as guest students. Guest students may enroll on a full- or part-time basis, but are not eligible for any financial aid from Central College, the State of Iowa or federal entitlement programs. Guest students, who at a later date seek to earn a degree at Central College, must apply for admission to the College as a degree-seeking student and meet the admission requirements detailed above.

No more than 15 semester hours of credit earned while a guest student will be applied to a bachelor’s degree program at Central; a guest student who might later seek degree-seeking status is therefore advised to formally apply for admission as a degree-seeking student as soon as possible.

Non-degree seeking, guest students are not required to meet the standards of satisfactory academic progress; however, Central College reserves the right to evaluate guest students’ academic progress, to make recommendations for improving progress and to take progress-related actions (including but not limited to suspension or dismissal from the College). Guest student registration forms are available from the registrar’s office, or online at http://departments.central.edu/registrar/registration/guest-student-registration.
Post-Secondary Enrollment Option Act (PSEOA) and high school visiting program

Students currently enrolled as juniors or seniors in high school are eligible to participate in the PSEOA program, if they meet each of the required standards. They must rank in the top third of their class and have a qualifying test score in one or more of the following test programs: ACT, SAT, PSAT or ACT-PLAN. Students in the first or second year of high school (or a ninth or tenth grade student who is identified as a gifted and talented student according to the school district’s criteria and procedures) must rank in the top 20 percent of their class and have scored a composite of 90 or 900 on the PSAT or SAT, respectively, or a composite of 20 or better on the ACT or ACT-PLAN. Courses open to high school students through PSEOA are limited to study above and beyond what is available in their high school curriculum.

To apply, a student must submit an official transcript with test score results. PSEOA and visiting student forms are available in the admission office, and upon admission a guest registration form is available from the registrar’s office. Admitted students may take up to nine semester hours of credit per academic year.

PSEOA students may register for classes on a space-available basis after August 1 for the fall semester and after December 1 for the spring semester. For more information on course availability, contact the registrar at registrar@central.edu or 641.628.5442.

Welcome Statement and Non-Discrimination Policy

Central College’s Welcome Statement and Nondiscrimination Policy is designed to promote and protect safety, respect and integrity in relationships among all members of our community. Central College is committed to fostering inclusivity on campus and strives to create a community of students, faculty and staff who are dedicated to supporting and advancing the mission and goals of the college. To achieve these ends, the Central College Community establishes a safe environment for all persons, including those considered diverse by contemporary and sometimes changing standards.

As a college community, we commit to a process of actualizing our mission and goals, thereby striving to achieve congruence between our daily actions and the ideals expressed in our guiding principles. As one of our goals, we promote skills and values essential to becoming responsible citizens in local, national and international communities. Further, we seek opportunities to experience and appreciate the diversity of cultures and perspectives present on campus, in the United States and the world, recognizing the necessity to relate knowledgeably and sensitively in an increasingly complex environment where diversity is to be valued.

As an inclusive academic institution we embrace and support students, faculty and staff from various spiritual perspectives who endorse the values of acceptance, mutual respect, justice, generosity, compassion, forgiveness and service to others. We aspire to be a community whose members act with consideration for the physical, intellectual, spiritual and emotional well-being of others. We seek to create mutually respectful interactions and positive meaning in relationships with persons of every ethnicity, race, national origin, ancestry, color, socio-economic class, creed, religion, philosophical belief, marital status, disability, physical appearance, sex, age, sexual orientation, gender expression and identity, and organizational affiliation.

With due regard for the principles of freedom of expression and academic freedom, this policy seeks to encourage attitudes of civility necessary for meaningful exchanges between people. All members of the college community are responsible for creating an atmosphere that fosters openness, mutual respect and diversity. The application of the college’s nondiscrimination policy will often involve conflicting interests, particularly when applied to freedom of expression. Because the primary business of the college is liberal education and because liberal education cannot take place without the free, open and civil exchange of ideas, the application of the nondiscrimination policy should always be made with consideration of how best to preserve the free, open and civil exchange of ideas.*

Central College is an Equal Opportunity Employer. Discrimination in employment is specifically prohibited except in cases of a bona fide occupational qualification. Additionally, the college prohibits discrimination against any individual for reasons listed above. Central College students have equal rights, privileges and responsibilities unless specifically restricted by college disciplinary action. Central College abides by Title IX of the Education Amendments of 1972 which prohibits sex-based discrimination in education programs or activities that receive Federal financial assistance. Specifically, Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Specifically, Title IX states that:

Inquiries about Title IX, including complaints about harassment or discrimination, may be directed to the Central College Title IX Coordinator and/or the Office for Civil Rights within the United States Department of Education.

Peggy Fitch, Title IX Coordinator
Maytag Student Center 225
812 University Avenue
Pella, IA 50219
(641) 628-5249
fitchp@central.edu

Office for Civil Rights
Regional #5 Office
500 West Madison, Suite 1475
Chicago, IL 60661
312-730-1560

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