ACU is committed to providing equal educational opportunities for students without regard to race, color, sex, sexual orientation, creed, handicap, genetic information, or national origin. As a private educational institution, however, ACU reserves the right to deny admission to any applicant whose academic preparation, character, or personal conduct is determined to be inconsistent with the purposes and objectives of the university.

The purpose of the admission process is to identify applicants who are likely to succeed academically in a graduate program and at the same time contribute positively to the online program community. To admit students who cannot or will not persist until they have accomplished their academic goals is an expensive mistake for both the university and the students.

Consequently, the admission process typically evaluates a combination of academic readiness and graduate capability. The admissions criteria are listed below but may include additional programmatic reviews such as undergraduate coursework, standardized test scores, professional experience, writing samples, reference letters, or interviews. Applicants should review the criteria for the program in which they are interested in the section of this handbook on academic programs.

**Admission Requirements**

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**Admissions Criteria**

In making admission decision, ACU-Dallas works cooperatively with the various program admission committees. The minimum admission requirements for graduate programs are:

1. Complete an application and pay the application fee ([acu.edu/grad](http://acu.edu/grad)).

2. An official transcript(s) in English (or translated to English) from previous schools attended. The transcripts must indicate an earned bachelor’s and/or master’s degree from a regionally accredited college or university or the equivalent.

3. A cumulative undergraduate and/or graduate GPA of 3.0 or above.

4. Programmatic requirements as stated for each program.

5. Individual graduate programs may also have higher standards or additional requirements for admission to their programs. Some programs have higher demand for admission or are limited in the number of students who can be accepted each semester and are more selective in the admission process.
Admission Types

Standard admission is for students who may be fully admitted without further conditions. If a student requires leveling work, the student may be admitted provisionally. Occasionally, the program may recommend probational admission for an applicant who does not meet all the admission criteria. For probational admission, graduate admission committees will make a holistic judgment on the applicant’s potential for success and contributing to the program mission. Generally, students admitted provisionally must maintain a 3.0 average in the first 9 hours of coursework, and may be asked to retake a standardized examination, or produce evidence of academic readiness.

Application Fee

The application fee is non-refundable. No action can be taken on an application until the fee has been received. No other waiver of this fee will be considered for domestic or international applicants.

Application Date

Unless otherwise specified by a department, applications are accepted year round. Thus, many programs have rolling admissions based on space available. The admission deadline is determined by the term students choose to enter into. Successful applicants are often early to secure their placement and facilitate their eligibility for financial aid, scholarships, and graduate assistantships. Again, the earlier applicants may enhance their opportunity for financial considerations. Please contact your admission advisor for admission deadlines.

Accuracy of Material

All application material submitted must be accurate. Any erroneous, misleading, or incomplete information may be grounds for termination of the application and/or dismissal from the program. Students taking any graduate or undergraduate coursework between the date of acceptance and the date of first course enrollment at ACU must submit official transcripts that reflect degree conferred for that work before beginning their program at ACU. Admissions are made on the assumption that applicants will have the bachelor’s degree by the time of matriculation, and if not, the graduate program admission is void.

Official Acceptance

While academic programs and others play a major role in the evaluation of all applicants, official acceptance letters come from the College of Graduate and Professional Studies at ACU-Dallas. An acceptance letter shows admission status, but your program director and faculty indicate the plan of study and completion of the degree alongside the Graduate Policies for continuation and degree completion indicated in this handbook.
Provisional Admission

Students who receive an official letter of acceptance will be informed that the acceptance is available only for the semester indicated. Students who wish to change their entry date must request a later start date in writing before the beginning of the semester of the original admission. Application files are only maintained for one year past original admission date. Applicants who delay their start date for more than one year should expect to begin the application process again, including fees and all required materials.

Readmission Policy

Policy

1. Any student who has withdrawn officially from ACU-Dallas, or whose academic leave has exceeded the maximum allowance for his or her graduate certificate or degree program may be reconsidered for re-enrollment. If a student’s leave has not exceeded one year, (s)he may request to reactivate his/her enrollment without reapplying to the academic program.

2. After one year of leave, a student who wishes to re-enroll in courses at ACU-Dallas should expect to begin the application process again, and will be responsible for fees and all required materials.

3. After a year of accumulated leave/withdrawal, a student requesting re-enrollment at ACU-Dallas must meet all admission requirements and fees in place at the time of reapplication, and adhere to the program catalog, degree requirements, and student handbook in place at the time of re-enrollment, if granted.

Procedure

1. A student with less than one year of academic leave/withdrawal who seeks reenrollment must complete a re-enrollment request form, indicating the session in which the student plans to reactivate his/her enrollment (not to exceed a year of aggregate academic leave or withdrawal). A new admission application will not be required if the student is in good academic standing.

2. A student with one year or more of academic leave/withdrawal who seeks reenrollment must complete an admission application as if (s)he were a new student entering the program, and pay the application fee established at the time the new application is submitted.

3. Each student’s application for re-enrollment after academic leave, withdrawal, suspension, or dismissal will be reviewed by the Academic Standards Committee, which meets monthly.
Required Materials for Academic Admission

International students applying for admission to an online graduate program must meet the same admission requirements as other students; however, they must also provide proof of English language proficiency. No student visa will be issued for students in online graduate programs. The requirements are:

1. Completed application and application fee.

2. An official transcript(s) in English (or translated to English) of all previous colleges attended. (Official means an original with the seal that comes directly from the issuing institution to ACU). The transcript must indicate a bachelor’s and/or master’s degree from a regionally accredited college or university or equivalent. Admissions are made on the assumption that applicants will have the bachelor’s degree by the time of matriculation, and if not, the graduate program admission is void. ACU-Dallas may request a student’s transcript to be evaluated by a preferred third party for degree clarification.

3. A cumulative undergraduate and/or graduate GPA of 3.0, unless otherwise stated by the program.

4. Programmatic requirements as stated for each program.

5. Provide official documentation of English Language Proficiency by one of the following:

   a. Submit an official test score from an English language proficiency test accepted by ACU. Official test scores should be sent directly from the testing entity. ACU’s test code is 6001. Accepted English language proficiency tests are:
      
      Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), EIKEN, Pearson Test of English (PTE-Academic), and CAE;

   b. Students who have a conferred bachelor’s degree or higher from an accredited US institution;

   c. Students who received a bachelor’s degree or higher in which English was the primary language of instruction; Students who successfully completed an approved ESL or English-language proficiency program; or

   d. Request for exception may be granted on a case-by-case basis by the program when applicants are otherwise able to demonstrate their ability to understand and use English proficiently. Additional documentation for these exceptions may be required by the College or the program.

Missing any one of these required elements may delay the admission decision.
Admission Decision Appeal Process

1. A potential student has the right to request in writing that their admission decision be reconsidered.

2. The college will notify the program director that the student has challenged their admission decision by asking for a review of reconsideration of their application.

3. The program director along with another faculty member will review the student’s file.

4. The program director will notify the College in writing of their reconsideration decision of the student’s file.

5. If the reconsidered decision is not resolved to the satisfaction of the student, he or she shall have the right to appeal in writing to the dean.

6. Upon receiving the written appeal from the student, the dean will assemble a committee that includes the Associate Vice President for Enrollment, a program representative, and an external faculty member from a similar discipline. This committee will review the student’s file and appeal.

7. The decision of the dean and the committee is final.