



PRINCIPIA COLLEGE

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Admissions & Recruiting Policy Manual

Principia College

Office of Admissions & Recruiting

This document provides an overview of Principia College's policies and procedures as set forth by the Office of Admissions & Recruiting. It provides information regarding the application process, eligibility requirements for consideration, expectations for employees, applicable policies, and procedural guidance necessary for appropriate and compliant management of the admission process at Principia College.

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Office Expectations

Office Attire:

Business Casual. Professional attire appropriate for the workplace is expected.

Office Meetings:

Staff are expected to attend all office meetings in person unless authorized by the direct manager.

Time Off:

All time off must be approved by the direct manager. If an employee does not categorize or log time off correctly, the direct manager has the right to enter on the employee's behalf in ADP.

Vacation:

Defined and used only with advance notice through the direct manager. Time off must be submitted through the ADP system. If necessary, the direct manager may enter on behalf of the employee.

Health Time:

Defined and used for day-of call-ins for overcoming error's false claim. The direct manager must be made aware immediately and time logged accordingly in ADP.

Personal Days:

Defined and used for both scheduled and unscheduled time off. When requested, please be clear a "Personal Day" is being used. Two personal days may be used for Association-related travel. Must be logged appropriately in ADP.

Flex Time:

Defined as a flexible schedule that accommodates working nights and/or weekends well beyond a typical 40 hour work week. This time should be discussed and approved by the direct manager. Flex time may not be declared by the employee without advanced coordination with the direct manager. Weekend work during heavy recruiting periods will not result in full days off during the established work week. Employees are expected to manage travel periods appropriately and professionally.

Employees should work at least 72 hours in advance with their direct manager to coordinate flex time.



Recruiter Travel Season: All travel schedules are tracked by Direct Manager and flex time approved and allowed during times that make sense for the season.

Telework Time:

A defined period of working from home or other remote location, coordinated in advance with the direct manager. The employee should be able to articulate clearly what deliverables and outputs may be expected during this remote work period. Any extended telework periods, longer than 3 business days, must be approved by senior level management and coordinated with Human Resources as per Principia Flexible Work Policy.

Daily Schedule:

For exempt employees the daily schedule should be based on whatever it takes to get the job done, at no less than 40 hours per week, with small increments not being accumulated or “comped”. There is no comp time allowed at Principia. The assumed work schedule consists of normal workdays and a general expectation that standard workload can be accomplished within this general time allotment. Employees must work with their direct manager for all alternative workday scheduling.

Normal workday schedule:	8am-5pm, includes 1 hour lunch.
Alternate workday schedules: (Also known as “Flex Time”)	8am-12pm, 4pm-8pm, lunch/personal time during gap 10:30am-7:30pm, includes 1 hour lunch 12pm-8pm, lunch before work 9am-6pm, includes 1 hour lunch

For full-time non-exempt employees, you are required to work a 40-hour work week. **NO overtime** is permitted unless the direct manager approves the extra time ahead of time. In addition, we ask that you make consistent and accurate daily punches.

For part-time non-exempt employees, you are required to work the schedule as established by your direct manager. **NO overtime** is permitted unless the direct manager approves the extra time ahead of time. In addition, we ask that you make consistent and accurate daily punches.

*All exceptions to any of the above scenarios must be approved by employees’ direct manager at least 24 hours in advance.

For further information on Principia Human Resources policies, please refer to the official Human Resources Employee Handbook.



Standards for the Office of Admissions & Recruiting

Communication

All communications from and within the Admissions Office, including verbal, print, and electronic methods, originate from a God-inspired foundation. They express vision, purpose, clarity, joy, discernment, empathy, grace, and principle. Our actions and communications reflect the qualities of God through kindness, patience, integrity, and love.

College Admissions staff strive for mastery in their craft and value the competency of their co-workers. Staff members should lean on one another for support, when necessary, but practice excellence in the way they approach their individual responsibilities.

Every interaction with students, parents, peers, supervisors, other Principia employees, and field contacts is conducted with excellence, competence, timeliness, organization, trustworthiness, compassion, kindness, and clarity.

All matters dealing with prospective students and applicants are private and confidential. All actions internal and external to the Admissions Office must express Principle – equity, consistency and integrity.

General Requirements for Admission

Principia College welcomes applications from legal US citizens, lawful permanent residents, legal refugees, and international students who will be entering the country on a valid student visa upon admission. An eligible applicant should have a high school diploma or its equivalent, be beyond the age of compulsory school attendance in the state of Illinois or are dually enrolled in a College and a secondary school.

Applicants from all faith backgrounds are welcome to apply. No student is or will be admitted based on their financial status, gender, race, color, or country of origin.

College Preparedness:

To ensure a smooth transition from high school to college, we recommend that students have taken 16 academic courses in their high school program.

The following high school courses are strongly recommended as a minimum preparation for Principia College:



- 4 years of English (composition, literature)
- 4 years of math, including pre-calculus or an equivalent (math analysis, college algebra, etc.)
- 3 years of natural science, including some lab work
- 2 years of history and social science (including U.S. history)
- 2 or 3 years of the same foreign language
- 2 years of academic electives (from any of the five academic categories above)

To enroll at Principia College, students must submit evidence of graduation from high school by:

1. a final transcript which shows that a high school diploma has been earned; High School GPA must be a minimum of 2.4 in core courses (Principia College's admissions office will conduct this evaluation and verification)

or

2. a document showing that the GED (General Education Diploma) or state recognized equivalent has been received. Students who take the GED must have a minimum total score of 580 and no score below 145 on any of the four individual tests. (The maximum possible score for all four GED tests is 800.)

[High School Diploma/GED Validation Policy](#)

In the event Principia College has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, Principia College will conduct additional research to determine if the diploma is in fact valid. Red flags that will prompt additional research are:

- No apparent state legal authority for high school or G.E.D.;
- Limited curriculum/instructors;
- High school diploma given for a fee within a short period of time;
- High school diploma date/place not consistent;
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center";
- High school diplomas/transcripts/GED's that were purchased and/or completed online;
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" type corrections have been made.

Should any of the above red flags exist, Principia College will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the high school, and if the school in fact provides secondary school education. If Principia College is unable to obtain the required information, Principia College



will contact the state in which the high school is located in an attempt to obtain the appropriate documentation.

- Determining if the high school has previously been identified as a high school diploma mill, via internet research and existing lists Principia College maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.
- If Principia College is not reasonably certain a high school diploma or G.E.D. is valid, the student will not be admitted. Principia College's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.

First-Time Students

An applicant who has never attended any postsecondary institution since graduation from high school, or whose only secondary enrollment was in the summer term immediately prior to a fall applied-for term.

Transfer Students

We welcome applications from students enrolled at other colleges who wish to transfer to Principia College. Students must arrange to have a final official high school transcript and official college transcripts representing all previous college work sent to the Office of Admissions. This should include a listing of college courses in progress at the student's current institution. Unofficial transcripts may be used for admissions consideration, but final official transcripts must be received by the Registrar's Office prior to enrollment.

Students who have not yet completed a full year of college coursework (30 SH) with a GPA above the minimum standard for admission to Principia College will be required to provide a high school transcript confirming GPA above the minimum standard for admission consideration.

Courses taken at other fully accredited colleges and/or universities may be accepted for credit provided they parallel courses available at Principia College and were completed with a grade of C– or higher. Students must consult with the Registrar's Office to determine what transfer course will be accepted. For the transfer of credits, students need to provide all required information to the Registrar's office for evaluation, see Principia College's Catalog, section *Academic and Non-Academic Credit Rules* for further details. The Registrar's Office works in coordination with applicable faculty to determine the transferability of incoming coursework from accredited institutions of higher education. A final overview report will be retained in the student's record.



International Students

Principia College welcomes qualified applicants from all countries. All international applicants must be intending to enroll as full-time regular degree-seeking students in a program leading to a B.A. or B.S. degree. International students must be 18 years of age or older prior to enrolling at Principia College. Canadian citizens and Permanent Lawful Residents follow the same application procedures as domestic students. All international applicants must have completed secondary school and must have earned a diploma or certificate of completion, which makes them eligible for admission to higher or advanced education in their home country. Principia College must receive the application for admission including official English translated transcripts, SAT/ACT test scores, and English Proficiency scores, prior to the application deadline.

Non-Traditional Students

Principia College primarily serves a traditional, college-aged residential population. Students who do not fit this demographic should contact the Office of Admissions to discuss their unique situation. We want to be welcoming to all students who may qualify for admission.

Resuming

If a student is withdrawn from Principia College for less than two full semesters, they may resume by re-enrolling in classes and are not required to submit an admissions application.

Returning Students (more than two semesters)

Students who have withdrawn from Principia more than 2 full semesters must re-apply. The following items constitute a complete application:

- Online Application
- Transcripts from any colleges and/or universities attended since last enrolled at Principia College

Transcripts from Principia College and/or high school transcripts are not required during reapplication provided that these documents are on file with the College Registrar's Office at the time of reapplication.

Returning Re-Admits (Suspension)

If a student is returning after any suspension, additional requirements for admission may be necessary. The Dean of Admissions will need to review these requirements with the appropriate office (Academics, Student Life, Billing) based on the nature of the suspension. Re-admits should be flagged appropriately to the Dean of Admissions for further review and consideration.



Application Checklist Items

The following constitute the items that are necessary to be considered for admission to Principia College:

1. Application

All students (domestic and international) must complete the appropriate online application (Common App or Institutional). Applications may not be rolled to future terms unless expressly authorized by the Dean of Admissions.

Previously rejected students must submit a new application.

2. Application Fee

While there is no application fee for domestic applicants and for international students from Principia School, a \$50 fee for international applicants must be submitted prior to consideration for admission.

3. Transcript/GPA

The minimum high school GPA required for admission of a first-time freshman to Principia College is 2.4 in core courses on a 4.0 scale. The minimum college GPA for a transfer student is a 2.0 on a 4.0 scale. Additional information may be found in the section on "transcript evaluation."

4. Test Scores

Prospective first-time students are required to submit SAT/ACT test scores for academic scholarship consideration and automatic awarding. The minimum standardized test scores required for admission are as follows:

- 1010 SAT
- 19 ACT

Unofficial test scores may be considered for admission and scholarship. Official test scores must be received from the test center directly through electronic delivery prior to enrollment or academic scholarship awards may be revoked.

Transfer students with one or more years (30 SH) of college with a GPA greater than 2.0 are not required to submit SAT/ACT test scores for scholarship consideration.

5. English Proficiency (for international applicants)



We require all international applicants who did not complete a high school education conducted in English as a primary language to submit a satisfactory English proficiency test. Principia College also reserves the right to request from those who did study in English, a language test at any time during the application process if language proficiency becomes a question.

The following exams will be accepted:

- IELTS (International English Language Testing System) score: minimum 6.5 requirement
- TOEFL exam (Test of English as a Foreign Language) score: minimum 80 requirement.

6. GED (General Education Development test)

A prospective student who graduates from high school early (with a diploma) can apply and be admitted for the Fall term as a first-time freshman. All applicants must be high school graduates as evidenced by a final transcript showing that a degree has been conferred or by taking the GED (or state-recognized equivalent) with a minimum score of 580 and no individual score below 145.

Application Evaluation & Decision

Admissions Committee

The Dean of Admissions chairs the Admissions Committee and manages the charter of this committee with the consultation of the College President. Members of the committee will be established with the approval of the Faculty Senate Committee on Committees and through amendment of the committee charter.

The Admissions Committee meets semi-monthly, at which time all completed applications ready for admission are reviewed. [All, or just those rated below a 4 as stated later in this paragraph?] Applications will be ranked and rated in a scale 1 through 5, based on holistic review criteria by the Admissions Staff prior to review by the Admissions Committee. Applications rated below a 4 on a 1-5 rating scale will be brought to the committee for review. Recommendations made by the committee do not constitute the “final decision” for the applicant. Final decisions on admissions will be left to the discretion of the Dean of Admissions and an internal committee of Admissions Staff as outlined below.

Final Decisions

As the chair of the Admissions Committee, the Dean of Admissions, with the support of an internal committee of Admissions Staff, has the authority to practice discretion as it relates to final decisions. Final decisions are made based on the final recommendation of the Admissions Committee. A 10% discretion maximum is allowed for the Dean of Admissions to process



admission for an incoming class regardless of the recommendation from the Admissions Committee.

Internal Committee

The Dean of Admissions will identify and chair an internal committee comprised as follows:

- Assistant Dean of Admissions
- Director of Financial Aid
- Director of Recruiting Director of Admissions Operations

If the above positions are vacant at any time, the respective position on the committee will be substituted at the discretion of the Dean of Admissions.

This internal committee will intentionally cultivate an incoming class in line with the goals and targets of the institution, as set forth by the College President. Final decisions will be made based on the recommendation of the Admissions Committee and on holistic review criteria.

Transcript Evaluation Process

Domestic Transcripts

Domestic transcripts will be evaluated based on unweighted academic GPA on a 4.0 scale as reported. If reported on any scale other than a 4.0 range, a recalculation will be completed by the Admissions Operations Manager to maintain consistency. Recalculated values will be rounded to one decimal point.

College transcripts provided for transfer students will be evaluated as reported by the sending institution. It is important to note that the transfer credit evaluation is completed by the Registrar's Office. Therefore, the Admissions Office will never make a commitment of transfer course credits eligibility to any applicant.

International Transcripts

International transcripts are evaluated for academic qualification and eligibility only. It is understood that most foreign education systems do not follow the same core curriculum as taught in U.S. high schools. Each applicant will therefore be evaluated on criteria particular to the educational system of the country in which they completed their studies. It is, however, expected that a college preparatory curriculum includes courses in English, Math, Science, and Social Science.



Applicants transferring from a post-secondary institution outside the US should be aware that credentials cannot be evaluated for transfer credit without an official foreign credential evaluation and course descriptions (in English) detailing course content. The transfer student will need to use an approved credential evaluation service, of which there are several listed at [NACES](#) (National Association of Credential Evaluation Services). Due to variations in credit hour systems and course content, it is not guaranteed that coursework will fulfill course progress towards the degree program at Principia College.

[Admissions Policy and Financial Aid](#)

Principia College admits a student body representative of a broad range of interests, viewpoints, talents, and backgrounds. The College has been coeducational since its inception and strives to maintain a representative and inclusive student body. Principia considers an ethnically, economically, and geographically diverse student group to be an educational asset, and actively encourages a mix of ideas, backgrounds, and experiences in its student body.

[Domestic Students](#)

Financial need does not affect admissions decisions for U.S. citizens and permanent residents or for students graduating from a high school in the United States. The College seeks to enroll students from all backgrounds, including those who are economically disadvantaged.

[International Students](#)

Principia College offers academic and merit scholarships for all international applicants. International students are not eligible for need-based financial aid through the institution. Additional resources for support are available to faith-affiliate students through external organizations across the globe.

In rare circumstances, where there may be a significant set of circumstances beyond the control of the student and their family that has dramatically affected the financial circumstances of the family, a student may inquire with the Office of Financial Aid to discuss the nature of the change. There are no guarantees that additional assistance would be made available.

[Undocumented/DACA Students](#)

Principia considers undocumented Deferred Action for Childhood Arrivals or DACA students who graduate from a U.S. high school as domestic student applicants.

[Record Keeping, Privacy, & Electronic Processes](#)



Principia College will keep comprehensive documentation in file to demonstrate that Federal funds are disbursed in correct amounts to eligible students. These records must be retained 3 years after award year. Personally identifiable information in these records must be safeguarded following Principia's security plans.

Admissions & Financial Aid Deadlines

Domestic Admissions Timeline:

- Early Action (non-binding)
 - Applications for Early Action consideration are accepted through December 1.
- Early Action Decision Notification
 - Early Action applicants will be notified of admission decision by February 16.
- Regular Decision (non-binding)
 - Applications for Regular Decision consideration are preferred by March 1; Principia College will continue accepting applications and awarding scholarships while space remains available for the Fall 2024 incoming class.
- Regular Decision Notification
 - By April 5 for those with completed applications by March 1, or within 30 days after the application is submitted and all supporting documents have been received.
- Decision Response Date: June 7

Domestic Financial Aid Timeline:

- Priority Financial Aid Application Due Date: February 2
 - Principia College is committed to providing priority aid consideration for those applicants who apply for financial aid by this date.
 - Missing this window does not necessarily mean the applicant will be ineligible for aid, but Principia does give priority consideration to those who submit their completed financial aid application ahead of this date. All applications received after this date will be provided with an aid package reflective of fund availability at the time of award.
- Award Decisions Released:
 - Early Action: by March 1
 - Regular Decision: within 7 days of admission

International Admissions Timeline:



- Early Action (non-binding)
 - Applications for Early Action consideration accepted through December 1
- Early Action Decision Notification
 - Early Action applicants will be notified of admission decision by February 16
- Regular Decision (non-binding)
 - Applications for Regular Decision consideration required by March 1; Principia College will not accept applications for international students beyond this date.
- Regular Decision Notification
 - By April 5 for those with completed applications by March 1
- Decision Response Date from admitted students required by: April 19

International Merit Aid Timeline:

- For international applicants, generous academic and merit aid is available to support a student's term of study at Principia College. Completed application is due by the date established for admission consideration (Early Action: December 1; Regular Decision: March 1). Applications beyond this window will not be considered. Any international applicant not applying for merit aid consideration should opt out through the application portal.
- Award decisions released within 7 days of admission for all applicants.

Calendar 2024

	Early Applicants	Regular Applicants	Returning Students
Application Deadline	December 1	March 1	April 30
Admission Decision Notification	February 16	April 5	June 7
Principia's Financial Aid Renewal Application (returning students)	N/A	N/A	April 30
Tax Return Submission*	December 1	March 1	April 30
Donor Thank You Letter	N/A	N/A	April 30
Priority Domestic Financial Aid Application	February 2nd		
Domestic Financial Aid Award	March 1st	Up to 7 days from admission date	
Federal Aid Application Period	January 1- June 30,2024	January 1- June 30,2024	January 1- June 30,2024
International Admissions Applications	December 1	March 1st	
International Merit Aid Decision Notification	February 16	April 5	
Decision Response Due Date		April 19	

**First-year or transfer applicants must submit a copy of the most recent year's tax returns by the due date via secure upload to the Financial Aid section of their Admissions Portal. If the due date falls on a weekend, forms are still considered on time if received by the following Monday.*