

# Student Status

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## Full-Time and Half-Time Status: Maximum Unit Loads

### BA Program

Full-time status in the BA program is defined as a minimum of 12 units per quarter. The maximum for which a full-time student may register without the advisor's permission is 15 units. Under no circumstances may a student register for more than 20 units in a given quarter. Half-time status is defined as a minimum of 6 and a maximum of 8 units. Half-time students may take 9 to 11 units by paying additional per-unit fees. Students registering for less than 6 units pay the per-unit fee.

### MA Psychology Program

Full-time status in the MA Psychology program is defined as a minimum of 8 units per quarter. The maximum course load for which a full-time student may register without the advisor's permission is 12 units of coursework, but students may register for up to 4 additional units of independent study or clinical training without the advisor's permission. Half-time status is defined as a minimum of 4 units and a maximum of 6 units. Half-time students may take 7 units by paying additional per-unit fees. Students who register for less than 4 units pay the per-unit fee. Under no circumstances may a student in the MA Psychology program register for more than 18 units in a single quarter.

The Certificate in Applied Community Psychology

The Certificate in Applied Community Psychology (CACP) allows for half-time enrollment. The CACP program consists of 20 units of master's level course of study defined as 4 units per quarter.

### MA in Nonprofit Management Program

The curriculum is 48 quarter-units, offered in six quarters of full time enrollment over 18 months.

### MA Education (MAE) and Teacher Credentialing (TC) Degree and Credential and MA Education Leadership and Change (MAEx)

Full time status for the MAE and MAEx degrees is defined as a minimum of 10 units per quarter. The maximum for which a full-time student may register without the advisor's permission is 10 units. Half time status is defined as a minimum of 4 units and a maximum of 9 units. Full Time status in either credential program is defined as 13-23 units and half time status is from 5-12 units.

### MA in Urban Sustainability

Full-time enrollment in the Urban Sustainability Program is defined as enrollment in a minimum of 7 units per semester. Half-time enrollment is 3-6 units; students enrolled in fewer than 3 units are considered less than half time.

### MFA in Creative Writing Program

The MFA in Creative Writing program allows only full-time enrollment. The MFA in Creative Writing program is a 48 semester unit course of study defined as 12 units per semester. The residency requirement for the MFA is four full-time semesters, including attendance at five on-site Residencies and participation in four off-site Project Periods. There are no half-time equivalencies.

### Post MFA Certificate in Teaching of Creative Writing

The Post MFA Certificate in Teaching of Creative Writing requires an additional full-time semester.

## Thesis Completion Status

Graduate students in some degree programs are required to complete a final thesis or capstone project. Students who have completed all degree requirements except the final thesis or capstone project may, with the permission of their advisor, register for Thesis Completion Status. When a student registers for Thesis Completion Status, that individual is enrolled in zero units, but is granted full-time status.

The purpose of offering Thesis Completion Status is to allow students to focus exclusively on the completion of the final thesis or capstone project. Students cannot register concurrently for any course units and must have completed all other degree requirements to be eligible for Thesis Completion Status. The fee associated with Thesis Completion Status is \$600 per quarter or \$1200 per semester.

A student may register for Thesis Completion Status for up to four consecutive quarters, or two consecutive semesters, if there is no break in enrollment. Once a student registers for Thesis Completion Status, he, or she, must continue in this status until the final thesis or capstone project is submitted and accepted. If, during the four quarters, or two semesters, allowed for Thesis Completion Status, the student registers for courses, goes on a Leave of Absence or goes on Enrollment Maintenance, that student is ineligible to return to Thesis Completion Status unless extenuating circumstances can be shown as the cause of the change in registration status. In order to return to Thesis Completion Status, a student must seek the approval of both the appropriate Division/Department Chair and the Provost.

A student may register for Thesis Completion Status for four quarters if, at the beginning of the quarter for which the student is registering, the student has not exceeded the program's established time limit for degree completion. Students may petition the appropriate Division/Department Chair, and the Provost for an exception to the established time limit for degree completion.

## **Enrollment Maintenance Status**

Enrollment Maintenance Status is designed for students who, while not enrolled for new course work during the current term, wish to maintain enrollment status in order to:

- Complete degree requirements, including prior learning;
- Complete Incomplete work from the previous quarter;
- Attend necessary courses at other institutions (see below section on Credit During Periods of Non-enrollment);
- Engage in study abroad activities;
- Work with their academic advisor, mentor, tutor, or librarian;
- Make corrections necessary for graduation, after the final quarter of residency;

Enrollment Maintenance Status entitles the student to a reasonable level of advisement during the term, in contrast to a Leave of Absence (LOA) status where no advising is provided. Enrollment Maintenance Status allows the University to certify to other institutions or agencies that the student is participating in its degree program.

Students wishing to take a term on Enrollment Maintenance Status must consult with their advisor and, if given approval, obtain the advisor's signature on the Application for Non-Enrolled Student Status form, and register at registration. Some programs may not permit students to register for Enrollment Maintenance Status for more than one term due to program and/or state licensing requirements.

## **Leave of Absence**

A student may request an authorized Leave of Absence (LOA) from AULA for personal reasons subject to approval by her or his advisor or the Division/Department Chair, and the Registrar. This allows the student to leave school for a term while still maintaining an official connection with the University.

While on authorized LOA, the student keeps her or his mail file, stays on the University mailing list and receives official announcements and notices of the next term's registration. A student on LOA does not receive academic advising, and the faculty and Registrar do not process student work. A student cannot graduate from the institution while on LOA, nor may a student receive a learning evaluation for any outstanding coursework while on an LOA.

More than two consecutive Leaves of Absence may jeopardize the student's ability to maintain Satisfactory Academic Progress and lead to the student being placed on SAP probation and/or being withdrawn from the University. The ISS Advisor reviews all signed LOA forms, and in some cases, in consultation with the student's advisor and Division/Department Chair, may disallow the Leave.

Students desiring an LOA must complete an official Application for Non-Enrolled Student Status Form, obtain their advisor's permission and signature on the form and file the form with the Integrated Student Services (ISS) office during registration. Students on financial aid are required to have the signature of the Financial Aid Office as well. Students who leave school without filing this form may be withdrawn from AULA and may not reenter without applying for readmission.

A new Application for Non-Enrolled Student Status form is needed each term if the Leave of Absence is extended for more than one term. Students may not file for an LOA in their first term of enrollment or in their final term before graduation. Contact the ISS office for advisement on this policy.

## **Leave of Absence for MFA in Creative Writing**

Students enrolled in the MFA in Creative Writing Program may request an authorized Leave of Absence from AULA; no more than two Leaves of Absence from the Program may be granted without jeopardizing their enrollment or their standing in the Program. The deadline for submitting requests for a Leave of Absence is October 1 for the Summer/Fall semester and April 1 for the Winter/Spring semester. Requests for reinstatement to full participation in the Program must be received no later than sixty days prior to the Residency that initiates the next semester.

An MFA student returning from her or his Leave of Absence must register for the subsequent semester's Residency period. Academic advising is not provided during a Leave of Absence. Two consecutive Leaves of Absence place an MFA student on Satisfactory Academic Progress Probation and may lead to the student being withdrawn from the Program.

## **Student-Initiated Withdrawal from the University**

A student who fails to attend classes or leaves the University for any reason must formally withdraw through the Office of Integrated Student Services. Withdrawal from the University means that student status is discontinued. A withdrawn student is no longer eligible to earn credit for courses, independent studies, and internships for which the student still has an evaluation of Incomplete at the time of withdrawal. Students who intend to withdraw from AULA voluntarily should discuss the decision and implications for their incomplete work with their faculty advisor. A student must notify the Office of Integrated Student Services in writing of the intention to withdraw, in a letter or on a withdrawal form. Students on financial aid must also consult the AULA's Associate Director of Financial Aid. Students who have received Federal Student Loans must arrange with the Financial Aid Office for an exit interview.

Students who withdraw during the first eight weeks of the quarter or first sixteen weeks of the semester are entitled to a prorated refund of tuition which will be calculated based on the date the Office of Integrated Student Services received the student's written notification of his/her intention to withdraw.

## **Non-Matriculated Status**

Non-matriculated status applies to students who are not enrolled in a degree program but have been admitted to take one or more AULA classes. Non-matriculated students receive lowest priority to enroll and may not be permitted in all classes. Non-matriculated students must register during the late registration period. They are not eligible for financial aid and may not register for independent studies.

If a non-matriculated student subsequently wishes to enter Antioch University Los Angeles to work toward a degree, the student must apply for admission and be formally accepted. Credit earned while non-matriculating can be transferred to an AULA degree program. See the Admissions Page (<http://aulacatalog.antioch.edu/generaladmissions/specialadmissionsissues/#non-matriculatingadmissionspanspan>) information about applying for non-matriculated status.

## **Auditor Status**

Auditors attend a course for no credit, with the consent of the instructor and the Department/Division Chair. The auditor should discuss with the instructor what the instructor's expectations are for the auditor's attendance and participation.

Matriculated AULA students who have a minimum of half-time status may audit any course at no charge. Students on Enrollment Maintenance Status may audit up to two classes a quarter for no additional fee. Students on Leave of Absence may not audit. AULA alumni/ae may audit courses for a nominal fee. Regularly registered students are given enrollment priority over all categories of auditing students. Some classes are closed to auditors completely.

Auditors do not receive credit for courses, and audited courses do not appear on a transcript. Instructors do not issue written evaluations for audited courses. Auditors who later wish to earn credit for the same course must register for and repeat the course. The regular fees will apply. Students who audit courses and subsequently matriculate as regular students cannot earn academic credit retroactively.