

# Admission to the Undergraduate Programs

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The Bachelor's Programs offered at Antioch University Los Angeles provide students with a broad base of knowledge, skills, experience, and the intellectual flexibility to become critically informed participants in their professions and communities. The Programs foster students' critical awareness by examining the multiple contexts that shape knowledge and inspire courageous action. By linking knowledge to agency, the Programs challenge students to demonstrate their commitment to personal responsibility, concern for the rights of others, and to the goal of achieving social justice in our communities and in our world.

Students are admitted into the Undergraduate Programs for the Fall, Winter, Spring, and Summer Quarters. Readmitted students may be accepted for any quarter. For application deadlines, refer to the AULA website.

## Undergraduate Eligibility Requirements

To qualify for admission, all applicants must supply the following:

- Evidence of successful completion of at least 36 quarter units (24 semester units) of college-level learning from a regionally accredited institution of higher education as demonstrated on official transcripts. (See below section on transfer credits.) AULA may consider accepting transfer credits from academic institutions accredited by national accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA) and from foreign institutions approved by national ministries of education.
- Evidence of college-level writing and communication ability, as demonstrated in the Admissions Dialogue essay.
- Evidence of readiness to complete the undergraduate degree, as demonstrated in the Admissions Dialogue and previous academic record.
- The Admissions Dialogue. This is a three-to-four page essay in which applicants introduce themselves by addressing the following topics:

- o Their decision to apply to the Program and complete their degree
- o Their choice of an area of study and the rationale for that choice
- o Their experience with learning outside of the classroom, including community service

- For applicants into the Applied Studies programs (Applied Arts & Media, Applied Studies, Applied Technology & Business Leadership, Urban Communities & Justice):
  - Evidence of successful completion of at least 27 quarter units (18 semester units) in a cohesive area of study that can be applied to the major. These units are included as part of the overall transfer requirement of 36 quarter units (24 semester units) noted above.
  - An example of business correspondence

## Transfer Credits

### Calculating Transfer Credits

To convert transfer units to quarter units, the following formulas are used:

- # semester units x 1.5 = # quarter units

or

- # trimester units x 1.5 = # quarter units.

Fractions are rounded down to the nearest half-unit.

Credit for a particular course can be given only once. For example, if the same course was taken twice at two different academic institutions, Antioch University Los Angeles gives transfer credit for only one of the courses. However, when an academic institution's catalog specifically states that a given course may be taken more than once for credit, Antioch University Los Angeles will consider transferring all the credits earned.

Antioch University Los Angeles accepts undergraduate transfer credit(s) for courses completed with a minimum letter grade of C- or Pass in a Pass-Fail system, if the Pass is equivalent to a minimum of a C-.

### Approval Process for Transfer Credits

Transfer units are admitted for credit towards Antioch University Los Angeles degree requirements through a formal process carried out in the Office of the Registrar and by the faculty. Evaluations can be made only when official copies of all transcripts are present in the student's admission file. Antioch University Los Angeles may accept units on the basis of transcript information alone, or the student may be asked to provide further information -- such as a catalog course description(s) or course syllabus -- to determine whether the course(s) meets transfer credit eligibility. A student who has questions about transfer credit evaluation may discuss the matter with the Office of the Registrar transcript evaluator.

## Undergraduate Class Standing

It is important for students to be aware of their class standing for purposes of financial aid and verification of enrollment status. Class standing is determined by the number of units completed:

### Class Standing Classification Completed Units

Freshperson 0-44.5

Sophomore 45-89.5

Junior 90-134.5

Senior 135 or more

## Articulation Agreements

Antioch University Los Angeles has standing articulation agreements with Santa Monica College, the American Academy of Dramatic Arts, New York Film Academy, El Camino College, Los Angeles Pierce College, Los Angeles Valley College, Marymount College, Pasadena City College, West Los Angeles College, El Camino College/Compton Community Educational Center, and UCLA Extension for transfer of certain courses to meet the requirements of the Undergraduate Program. These agreements simplify how specific courses are accepted in transfer and can be used to fulfill Antioch University Los Angeles' undergraduate program domain requirements. The University will continue to develop articulation agreements with additional institutions in the future.

The agreement with UCLA Extension specifies that Antioch University Los Angeles will automatically accept in transfer all UCLA Extension degree credit courses (courses numbered X, XL, or XLC 1-199) toward the Antioch University Los Angeles undergraduate degrees. Coursework numbered 1-99 is transferable as "lower division" quarter units; coursework numbered 100-199 is accepted as "upper division"; and coursework numbered 300-400 is evaluated on a course-by-course basis. Students seeking transfer credit for one or more of these courses may be asked to submit the course description and also a syllabus providing information on reading, requirements and assignments. The following UCLA Extension Substance Abuse courses are accepted by AULA for lower-division transfer credit: X428.1a, 2a, 3a, 1b, 2b, 3b, 4b, and XL402.4.

Current information about AULA's articulation agreements is available from the Office of the Provost.

## Extension Courses Other Than UCLA Extension

Antioch University Los Angeles accepts only certain types of extension courses for credit. The Office of the Registrar evaluates extension courses for credit on a case-by-case basis. If an extension course is refused for transfer because it does not meet Antioch University Los Angeles' standards for college-level learning, the student may be able to document the coursework as Prior Learning with additional reading and written work. See the Undergraduate Program section (<http://aulacatalog.antioch.edu/undergraduateprogram/bachelorofartsinliberalstudiesba/#spanpriorlearningspan>) for Prior Learning for further information.

## Career and Technical Education Courses

Antioch University Los Angeles accepts career and technical education courses under certain conditions. Career education courses consist primarily of specific job skill training. Examples of these courses include, but are not limited to: culinary arts, medical technology, and real estate. Technical courses consist primarily of specific technical or applied skills, as opposed to courses that emphasize conceptual or theoretical learning. Examples of technical courses include, but are not limited to: die casting, technical drafting, analysis of asbestos, shorthand and typing, certain types of performance and methodological courses, and certification programs.

The BA in Liberal Studies program accepts up to 6 quarter units of lower division technical courses from accredited institutions for transfer toward the BA degree if the courses include conceptual learning as shown in catalog course descriptions and/or course syllabi. Students may petition to exceed this limit if they are able to demonstrate that these units represent an integral part of their Major Area of Concentration.

The BA in Applied Studies, the BA in Applied Arts & Media, the BS in Applied Technology and Business Leadership, and the BAA in Urban Communities and Justice degrees allow students with at least 27 quarter units in a cohesive area of professional focus to apply these career and technical education courses to one of the Applied Studies degrees.

College orientation courses (e.g., Freshman Orientation Seminar) are nontransferable.

## Physical Education Units

Antioch University Los Angeles accepts up to 6 quarter units of lower division physical education (PE) courses from accredited institutions for transfer toward the undergraduate degree. Students may petition to exceed this limit if they are able to demonstrate that additional physical education units:

- Include conceptual learning; and,
- Represent an integral part of the major area of study.

## Cooperative Education and Work Experience

Cooperative Education courses may be transferable. The student may be asked to write a brief summary of learning for review by the Office of the Registrar and faculty if either the catalog course description or the student's work was individualized. Work experience, if documented on a transcript, may be transferable by this same process.

## Credit Policy for Registered Nurses and other Health Professionals

Undergraduate students holding the Registered Nurse (R.N.) license are awarded a maximum of 90 quarter units (lower-division – the equivalent of two years' college study) earned in a National League for Nurses (NLN)-approved diploma program of three years' duration. Proof of license is required. Credit for the nursing units will be awarded in block form. This credit is subject to the same standards and limitations on transfer credit presented elsewhere in this Catalog.

If a student completes a Licensed Practical Nurse (LPN) program, credit is accepted toward the BA degree only through the Prior Learning process of evaluation. See the BA Program section (<http://aulacatalog.antioch.edu/undergraduateprogram/bachelorofartsinliberalstudiesba/#spanpriorlearningspan>) on Prior Learning for further information. These credits may however be applicable to the Applied Studies programs; please contact the Admissions Office to discuss this further.

## Credit for CLEP and DSST (formerly DAN TES) Examinations

Antioch University Los Angeles recognizes some credits earned through College-Level Examination Program (CLEP) and DAN TES Subject Standardized Tests (DSST (<http://www.getcollegecredit.com>)) testing. CLEP and DSST credit is only for lower division learning which is normally undertaken early in the student's academic program. Students with CLEP or DSST scores should request that score reports be sent directly to the Office of the Registrar. The Registrar will determine credit eligibility.

## Credit from the U.S. Armed Forces

Course work completed while in the U.S. armed forces may be eligible for transfer. In order for the course work to be considered, students must submit an original DD214 form (discharge paper) to the Office of the Registrar, along with any other supporting documentation, certificates, or evidence of completed course work.

## Remedial Courses

AULA does not accept remedial courses for transfer toward any undergraduate degree, since these generally do not represent college-level coursework. Remedial courses are courses with content appropriate to a high school or pre-college level of learning. Examples of remedial courses include, but are not limited to: reading and comprehension, study skills, remedial English and composition courses, plane geometry and elementary math courses below the level of intermediate algebra.

## Continuing Education Units (CEU)

AULA does not accept Continuing Education Units (CEUs) for transfer. However, if learning acquired through Continuing Education is relevant to a student's degree program, she or he may be able to document the CEU's as Prior Learning. For information about the Prior Learning Program, see the Undergraduate section (<http://aulacatalog.antioch.edu/undergraduateprogram/bachelorofartsinliberalstudiesba/#spanpriorlearningspan>) for further information.