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5.607 Admissions Policy

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II. Admissions Responsibility and Authority

Responsibility and authority for the development and communication of the admissions process rests with each Antioch University campus and university-wide program. All admissions requirements and processes must be made readily available to all students and the general public.

Minimum standards for admissions to Antioch University's programs are listed below. Beyond these requirements, faculty have the responsibility to define admissions criteria in a way that reflects the incoming knowledge, skills, and dispositions needed for students to be successful in their programs. Faculty may establish criteria for provisional admission as well as full admission, including processes for requesting admissions exceptions. In all cases, however, faculty must establish non-discriminatory admissions criteria and processes.

III. Admissions Standards for All Antioch University Programs

- A.** Application for admission is made through the admissions office of each campus or university-wide program.
 - a. Application must be made in writing (electronic or paper as determined by the campuses).
 - b. All required documentation must be provided.
 - c. Participation in an interview may be required.
- B.** Applicants with unpaid balances owed to the university will not be admitted to any Antioch University program.
- C.** Applicants who have been withdrawn from an academic program for academic, behavioral, or financial reasons and apply to any program within the Antioch University system are required to provide full disclosure of the withdrawal.
- D.** Applicants must have a high school diploma or General Equivalency Diploma to be eligible to apply for Title IV federal funding.
- E.** Any exceptions to the above standards must be approved by the relevant Chief Academic Officer.

IV. Admission to Undergraduate Programs

Antioch University offers undergraduate degree completion programs. It is the general policy of Antioch University that a student must have earned at least 36 transferrable undergraduate quarter credits or 24 transferrable undergraduate semester credits prior to admission. The relevant Chief Academic Officer may waive this requirement for a specific applicant or waive the policy in the design of an undergraduate program.

V. Admission to Graduate Programs

Antioch University offers a variety of graduate programs, including but not limited to the Master of Arts, Master of Science, Master of Education, Master of Business Administration, Master of Human Services Administration, Master of Fine Arts, Doctor of Philosophy, Doctor of Clinical Psychology and Doctor of Education.

It is the general policy of Antioch University that an applicant must have earned a bachelor's degree from an accredited U.S. institution or international equivalent to be admitted to an Antioch University master's program. However, the relevant Chief Academic Officer may waive this requirement. Consideration of such applicants is the purview of the program based on guidelines established by the program.

Doctoral programs may require applicants to have earned a master's degree or may require the bachelors' degree only. In no case will an applicant be accepted into a doctoral program without having earned at least one degree at the bachelor's level or higher from an accredited U.S. institution or international equivalent.

VI. Alternate Admission to Master's Programs

At a minimum, applicants who have not completed their undergraduate degrees must have at least two years (90 quarter credits or 60 semester credits) of transcribed, transferrable, undergraduate credits plus significant educational and professional training to be considered for admission. Applicants must demonstrate that they have the skills, knowledge, and experience to complete graduate-level work.

If a program chooses to consider alternative admissions applicants, the specifics of each program's expectation shall be clearly stated and must be made readily available to all students and the general public. Specifically, the guidelines will include the following:

1. The minimum number of required years of academic achievement, as demonstrated in college-level transcribed undergraduate credits with a grade of C or better (or equivalent), as well as any specific required coursework.
2. The minimum number of required years of sustained professional experience as well as the specific fields in which the experience must have been acquired.
3. Required knowledge of the professional field of proposed graduate study.
4. Required academic skills, such as written and oral communication and critical thinking.

In addition to satisfying the above Alternative Admissions requirements, Alternative Admissions applicants are expected to meet any regular admissions criteria beyond educational requirements.

VII. Readmission to the University

Students who have attended an Antioch University program and have withdrawn or have been withdrawn by the university must apply to return to Antioch. Re-admission is not guaranteed, and is based on review by the student's intended academic program.

A. Re-enrollment: If a student has been withdrawn for less than three (3) years, they pursue re-enrollment through the University Registrar's office. If approved, students may continue to follow their original catalog of entry, unless advised otherwise by the academic program.

B. Re-admission: A student who has been withdrawn for three or more years, or who wishes to pursue a different academic program must follow the regular admissions process. If appropriate, certain aspects of the admission process may be expedited or waived based on prior enrollment. If readmitted, the student will follow the catalog requirements in place at the time of re-entry.

C. Conditions applying to returning students: Whether being re-enrolled or re-admitted, all students are reviewed for good financial standing, good financial aid standing, and good academic standing. Any issues of concern must be resolved prior to returning to active status. The academic standing status of the student at the time of withdrawal applies to the student upon return. The applicability toward the degree or certificate of courses taken elsewhere during the student's absence as well as prior Antioch credit is at the discretion of the academic program, and is governed by the Transfer and Intra-University Credit Policy.

VIII. Application Decisions and Appeal

Applicants receive official notification of the admissions decision in writing (electronic or paper as determined by the campuses), supplemented by telephone communication as determined by campus process. If an applicant does not meet the campus's or program's criteria for admission, the applicant will be notified in writing (electronic or paper as determined by the campuses).

Admission and re-admission decisions may not be appealed. The University does not provide information about the reasons for denial of admission or re-admission. An applicant who has been denied admission may reapply for the same program after one year or as indicated by the denial letter.

Policy Cross Reference

Transfer and Intra-university Credit Policy	Policy #5.611
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