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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, both campus and programmatic, 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, campuses and programs 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. Campuses and programs may establish criteria for provisional admission as well as full admission, including processes for requesting admissions exceptions. In all cases, however, campuses and programs 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- C. Applicants who have been withdrawn from an academic program on an Antioch University campus for academic, behavioral, or financial reasons and apply to any program or campus within the Antioch University system are required to provide full disclosure of the withdrawal.
- D. Any exceptions to the above standards must be approved by the campus Chief Academic Officer or for university programs, the Vice Chancellor of Academic Affairs.

## **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 campus 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 Education, Master in Business Administration, Doctor of Philosophy, and Doctor of Clinical Psychology.

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 campus Chief Academic Officer may waive this requirement. Consideration of such applicants, if allowed by the campus, is the purview of the program based on guidelines established by the campus and 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 campus or program chooses to consider alternative admissions applicants, the specifics of each campus program 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 transcribed, transferrable, undergraduate credits, 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 for readmission to that program in order to continue in that program. In addition, each program may establish specific requirements for the readmissions process.

Students who have attended an Antioch University program and have withdrawn or have been withdrawn and who want to return to Antioch University to pursue a different program must follow the regular admissions process. The transfer of previously earned credit at Antioch University to another program 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).

Admissions and re-admissions 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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