

ADMISSIONS INFORMATION

TERMS OF ADMISSION

All offers of admission **are conditional**, pending receipt of final transcripts showing work comparable in quality to that upon which the admissions offer was based. All information submitted during the admissions process, including the application, the personal essay, any supplements, and any other supporting materials **will become property of the University of La Verne** and will not be returned to applicants or forwarded to third parties. The university reserves the right to select its students and deny admission at its sole discretion based on applicant's qualifications and the best interest of the University.

The University reserves the right to deny admission to any applicant who fails to completely and accurately disclose all colleges and universities previously attended. Failure to do so, may be interpreted as falsification of documentation. Any applicant who is found to submit altered, forged, or falsified documentation to the University may be denied admission or have any offer of admission already made revoked, and no further applications will be considered. Findings of falsified admission information may also be used to justify disqualification or termination of enrollment for a current student, including revocation of course credit, grades, and degree.

Applicants who **do not provide** accurate academic history on the applications and wish to update it must obtain documentation by the institution in question confirming accurate enrollment information or **verify via National Student Clearinghouse**. This includes misaligned dates of attendance and any institution listed on the application the applicant added and wants removed.

Additionally, inappropriate behavior by applicants, including those that pose a threat or present a danger to the college community or other behaviors where it is considered to be in the best interest of the college to refuse admission, may be used as a basis to deny the student admission or revoke any offer of admission. Such behaviors may also be used to justify disqualification or termination of enrollment for a current student, including revocation of course credit, grades, and degree.

Offer of admission is valid for the semester the student has applied for. Students who wish to defer their admission to another semester may do so after submitting their intent to enroll. Students who wish to enroll in a future term and elect to attend another institution, should reapply. Offer of admission can be deferred up to one year, pending the applicant has not completed additional coursework or attended another institution that would alter the applicant's academic record.

Returning Student Readmission: Undergraduate

Traditional undergraduates who have attended La Verne as matriculated students but who have not been in attendance for two consecutive semesters must reapply. Regional and online campus undergraduates who have attended La Verne as matriculated students but who have not been in attendance for two consecutive years must reapply. The two years are counted from the term of last enrollment, regardless of any campus change or program change that may have occurred within the two-year time frame. Readmission will be based on the current admission policies, and the student will be required to meet current graduation requirements. Official transcripts for all academic work taken during the period of absence must be provided.

Students who have been absent for less than two consecutive semesters as traditional undergraduates or less than two years as a non-traditional student may be reinstated without the need to reapply.

Academically Disqualified Students

Applicants who have been disqualified from a previous institution, including University of La Verne, are eligible to apply for undergraduate admission and will be reviewed holistically based upon their overall academic record.

Admission Decision Appeals

A denied undergraduate student may request to appeal their admission denial. Admission appeals are only conducted at the denied student's request.

Admission appeals are handled by the Director of Admission. Any student wishing to appeal their admission decision must contact the office to schedule a 1:1 interview with the Director. Once the Director of Admission offers interview options, the student has one week to respond or reschedule. If the student does not respond within one week (5 business days), the Director reserves the right to close the appeal process for the student.

During the interview, the student should be prepared with any additional information that was not available at the time of application review. The student must submit updated transcripts. Additionally, a student may also submit recommendations, documentation of extenuating circumstances, or any other information to demonstrate the student demonstrates academic and institutional fit.

Applicants will be assessed based on levels of self-awareness, determination, self-motivation, and accepting some degree of responsibility.

The decision of the Director of Admission is final. A student will be notified of the decision within five business days.

TRADITIONAL UNDERGRADUATE ADMISSION

Adam Wu, Director of Undergraduate Admission

Freshman Admission

An admission decision emphasizes the academic course of study, marks in coursework during grades 9, 10, 11 and the first semester of grade 12, the applicant's personal statement (essay), and a letter of recommendation. Submission of SAT and/or ACT scores is optional. In addition, consideration is given to the applicant's involvement in school and community activities, leadership abilities, special talents, and character.

Application Procedures and Requirements

Students may apply for admission after completion of their junior year of high school. In some cases, a decision may be delayed until grades from the first semester of the senior year of high school are submitted. Freshman candidates are encouraged to apply by February 1 for the fall semester and by December 1 for the spring semester. Applicants for admission will be considered after these dates on a space- available basis. Students must confirm their intent to enroll in the fall by May 1. Confirmations will be accepted after May 1 on a space-available basis. To apply for admission to the university, the following documents must be

submitted to the Office of Admission. *All application materials become the property of the university upon receipt.*

1. **Application for Admission:** Applicants must sign and submit the completed application form, personal statement, and the non-refundable \$50 application fee.
2. **High School Transcripts: An applicant may submit an unofficial transcript for an admission decision.** Applicants must request that their official, final high school transcripts be sent directly to the Office of Admission prior to enrollment. A transcript is not considered official if opened prior to receipt by a university official. A final high school transcript with the graduation date will be required and must be submitted to the Office of Admission immediately following high school graduation.

Homeschool Students: Applicants who are homeschooled and do not have an official high school transcript are not required to take the General Education Development (GED) Test or the California High School Proficiency Examination. If the learner does not have access to an official transcript or does not subscribe to a transcript service, the learner will be asked to submit a transcript created by the primary teacher. The transcript must be signed by the student's parent or guardian, and must list the secondary school courses the student completed and include a statement that the student successfully completed a secondary school education in a homeschool setting.

High school students dually enrolled for college credits are required to send official college transcripts for evaluation of course articulation.

3. **One letter of recommendation** from school officials where the applicant is currently enrolled or has most recently attended. Upon admission to the university, recommendation forms are destroyed and are not a part of the student's permanent record.

Honors at Entrance: For entering first-year students, there are two pathways to enter the Honors Program. The first pathway requires a high school GPA of 3.75 or above and one of the following: SAT of 1240, ACT of 26, TOFEL of 100, or IELTS of 7.0 or above. The second pathway requires a high school GPA of 4.0 or above without a test score. If a student is invited to apply to Honors, they must submit an application essay, declare their intent to enroll, and submit their tuition deposit by May 1 of their admission year. Admission to the Honors Program after this date is at the sole discretion of the Honors Program Director and subject to program capacity. Note: There are a limited number of openings in the Honors Program and students that submit their intent by May 1 are given priority entry.

Transfer students who have completed 28 or more semester hours of transferable academic credit with a GPA of 3.5 or above will be invited to apply to Honors and may be admitted pending program approval. Transfer students who have completed an HTCC Honors Transfer Program with an overall transfer GPA of 3.5 will be invited to apply to Honors and will also have the 30 required University of La Verne Honors semester hours reduced to 14 (see the Requirements and Curriculum page for more), pending an advising meeting with the Honors Director.

Application Procedures and Requirements

To apply for admission, transfer applicants must submit the following documents to the Office of Undergraduate Admission. All application materials become the property of the university upon receipt. Applicants must demonstrate minimum proficiency by completing a college-

level English course. Completion of college-level math is strongly recommended.

1. **Application for Admission:** Applicants must sign and submit the completed application form, personal statement, and the non-refundable \$50 application fee.
2. **Official transcripts: Applicants may submit unofficial transcripts for an admission decision.** Applicants must have official transcripts sent to the Office of Admission from each college or university previously attended prior to enrollment. Applicants with fewer than 28 semester hours of acceptable transfer units must also submit official high school transcripts showing proof of high school graduation.
3. **One letter of recommendation** addressing the applicant's record from a school official where the applicant is currently enrolled or has most recently attended. Upon admission to the university, recommendation forms are destroyed and are not a part of the student's permanent record.

Honors at Entrance: Transfer students who have completed 28 or more semester hours of transferable academic credit with a GPA of 3.75 or above will be invited to apply to the Global Ideas Honors Program. Transfer students who have completed an Honors Transfer Council of California (HTCC) Honors Transfer Program with an overall transfer GPA of 3.75 will be invited to apply to the Honors Program and will also have the 30 required University of La Verne Honors semester hour reduced to 14 (see information on the Certificate for Honors Program Participation for more).

International Admission

The University of La Verne welcomes applications from students living in countries throughout the world. Sufficient evidence must be provided to ensure that a student is able to depend upon his/her own financial resources. International students must not plan on earnings from employment in the United States, financial assistance, or scholarship grants. The university is authorized to issue the I-20 when international applicants have been accepted and have submitted the tuition deposit. In order to allow time for obtaining visas, it is important for international applicants to provide all required documents a minimum of two months before the beginning of the semester. **Students holding F-1 and J-1 visas may attend only the La Verne Main Campus and are not eligible for the CAPA program or ROC.** To be considered for admission, international students must provide the following documents to the Office of Admission. All application materials become the property of the University upon receipt.

1. **Application for Admission:** Receipt of the completed and signed application form, personal statement, and the non-refundable \$50 application fee.
2. **Official transcripts and certificates** (with notarized translations into English where appropriate) from all secondary schools, colleges, and universities attended. **Students who have completed studies at a foreign university must send their transcripts for a detailed credential review to be evaluated for transfer credit. There is a fee for this service.** Students attending a foreign university that is accredited by a U.S. accrediting agency are exempt from the detailed credential review. Students may submit unofficial transcripts prior to submitting official records for an admission decision.

3. **Proof of English Proficiency:** Applicants must establish minimum proficiency in English by submitting official scores from **one** of the following or equivalent:

- A minimum score of 80 iBT/550pBT on the Test of English as a Foreign Language (TOEFL) with acceptable minimum bandwidth scores
- A minimum score of 460 on the Evidence-based Reading and Writing Section of SAT
- A minimum score of 19 on the English section of the ACT
- A minimum score of 6.5 on the International English Language Testing System (IELTS) with acceptable minimum bandwidth scores
- A minimum score of 110 on the Duolingo English Test (DET)
- A minimum score of 176 on the Cambridge English Exam (CAE)
- A minimum score of 53 on the Pearson Test of English Academic (PTE)
- Completion of the equivalent of RCS 110 (English composition) with a grade of C or better
- Successful completion of ELS Language Centers level 112

Applicants may submit unofficial test scores for an admission decision. Applicants must request official test scores sent directly to the Office of Admissions prior to enrollment.

Alternatively, students who attended at least three years of one of the following secondary school options may also be exempt from providing proof of English proficiency:

- An American school overseas
- An International school
- AP Curriculum
- IB Curriculum
- IGCSE/A-level Curriculum

Applicants who have not met the minimum English proficiency requirements may elect to apply to the International Year 1 (IY1) Program. To be admitted to the IY1 program, applicants must demonstrate English proficiency in one of the following:

- A minimum score of 5.5 on the International English Language Testing System (IELTS)
- A minimum score of 61 on the Test of English as a Foreign Language (TOEFL)
- A minimum score of 85 on the Duolingo English Test (DET)
- A minimum score of 45 on the Pearson Test of English (PTE)
- A minimum score of 1050 on the GTEC
- A minimum score of 110 on Gaokao
- Successful completion of ELS 109

4. **One letter of recommendation** from school officials where the applicant is currently enrolled or has most recently attended. Upon admission to the University, recommendation forms are destroyed and are not a part of the student's permanent record.

Admitted Students Confirmation Date

Admitted University of La Verne students are required to submit a \$200 non-refundable tuition deposit. Students admitted after the deposit deadline will be expected to submit a non-refundable deposit within two weeks after the date of acceptance. The deposit is applied to the student's account and is deducted from the first semester's expenses.

Students may be eligible for a tuition deposit waiver which must be approved by the Director of Admissions.

Returning Student Readmission

Main campus undergraduates who have attended La Verne as matriculated students but who have not been in attendance for two consecutive semesters must reapply. Readmission will be based on the current admission policies, and the student will be required to meet current graduation requirements. Official transcripts for all academic work taken during the period of absence must be provided.

REGIONAL AND ONLINE CAMPUS UNDERGRADUATE ADMISSION

Liz VanSkeike, Director of Regional and Online Campus Admission

The regional campuses, various site locations, CAPA (Campus Accelerated Program for Adults) and La Verne Online provide educational opportunities for the adult learner with varied educational backgrounds.

The adult learner applicant will be considered for admission to the University based on several factors:

- Completion of a high school degree or equivalent **as defined by the Department of Education as outlined in the Financial Aid section of this catalog under the Ability to Benefit**. Students who have earned an associate's degree, or who successfully completed the equivalent of 60 semester credit hours that is acceptable for full credit toward a bachelor's degree are exempt from submitting high school verification.
- Significant life experience or events after high school graduation.
- Cumulative college GPA of 2.00 or higher.
- The ability to succeed in a challenging academic program.

Application Procedures and Requirements

Applicants who have completed less than 28 transferable, college-level semester units are required to submit official, final high school transcripts with a graduation date and will be evaluated based off both high school and college transcripts.

To apply for admission, applicants must submit the following documents. All application materials become the property of the university upon receipt:

1. **Application for Admission:** Applicants must sign and submit the completed application form, personal statement, and the non-refundable \$50 application fee.
2. **Official transcripts:** Applicants must have official transcripts sent to the Office of Admission from each college or university previously attended. Applicants with fewer than 28 semester hours of acceptable transfer units must also submit official high school transcripts. Applicants may submit unofficial transcripts for an initial admission decision; however, final,

official transcripts are required prior to registering for second semester. All applicants pursuing an Associate's must provide an official high school transcript. Applicants may submit unofficial transcripts for an initial admission decision; however, final, official transcripts are required prior to registering for second semester.

If applicants are seeking transfer credit, such documents as military documents, college level test scores (CLEP/DANTES), and documentation for Educational Credit for Training or non-collegiate sponsored programs are to be submitted for evaluation of potential transfer credit.

State Authorization

Per the U.S. Department of Education there are federal requirements of postsecondary institutions to have state authorization for any state a student resides to provides distance education. Applicants applying for courses offered through the La Verne Online campus must reside in one of the authorized states. An updated list of authorized states can be found at <https://laverne.edu/online/state-authorization/>.

Degree Completion Time Limit and Re-application

Undergraduate students at the regional and online campuses are not required to reapply after a break in enrollment unless the break is longer than two consecutive years. Students pursuing undergraduate programs at the regional and online classes who are inactive for more than two consecutive years will be inactivated and must reapply. Students admitted to a bachelor's degree program at one of the regional or online campuses are required to complete all requirements for the bachelor's degree within seven years from their semester of matriculation. The seven-year period begins during the term the student first registers (whether the course is completed or not), and all requirements must be met by the last day of the last term that constitutes the seventh year.

Associate degree students must complete all degree requirements within four years from their term of matriculation. The four-year period begins during the term the student first registers (whether the course is completed or not), and all requirements must be met by the last day of the last term that constitutes the fourth year.

GRADUATE ADMISSION

Paige Piontkowsky, Director of Graduate Admission

At the University of La Verne, a graduate student is any student who has completed the full requirements of a Bachelor's Degree. The University of La Verne offers over 20 graduate level programs including masters and doctoral degrees. The adult learner applicant will be considered for admission to the University based on several factors:

Basic Application Procedures and Requirements

To apply for admission, applicants must submit the following documents, in addition to their program specific requirements. All application materials become the property of the university upon receipt:

1. **Application for Admission:** Applicants must sign and submit the completed application form, personal statement, and the non-refundable application fee.
2. **Official transcripts:** Applicants must have official transcripts sent to the Office of Admission from each college or university previously attended. Applicants may submit unofficial transcripts for an initial admission decision; however, final,

official transcripts are required prior to registering for second semester.

International Admission

The University of La Verne welcomes applications from students living in countries throughout the world. Sufficient evidence must be provided to ensure that a student is able to depend upon his/her own financial resources. International students must not plan on earnings from employment in the United States, financial assistance, or scholarship grants. The university is authorized to issue the I-20 when international applicants have been accepted and have submitted the tuition deposit. In order to allow time for obtaining visas, it is important for international applicants to provide all required documents a minimum of two months before the beginning of the semester. **Students holding F-1 and J-1 visas may attend only the La Verne Main Campus or College of Law Campus and are not eligible for the CAPA program or ROC.** To be considered for admission, international students must provide the following documents to the Office of Admission. All application materials become the property of the University upon receipt.

1. **Application for Admission:** Receipt of the completed and signed application form, personal statement, and the non-refundable \$50 application fee.
2. **Official transcripts and certificates** (with notarized translations into English where appropriate) from all secondary schools, colleges, and universities attended. **Students who have completed studies at a foreign university must send their transcripts for a detailed credential review to be evaluated for transfer credit. There is a fee for this service.** Students attending a foreign university that is accredited by a U.S. accrediting agency are exempt from the detailed credential review. Students may submit unofficial transcripts prior to submitting official records for an admission decision.
3. **Proof of English Proficiency:** Applicants must establish minimum proficiency in English by submitting official scores from **one** of the following or equivalent:
 - A minimum score of 80 iBT/550pBT on the Test of English as a Foreign Language (TOEFL) with acceptable minimum bandwidth scores
 - A minimum score of 460 on the Evidence-based Reading and Writing Section of SAT
 - A minimum score of 19 on the English section of the ACT
 - A minimum score of 6.5 on the International English Language Testing System (IELTS) with acceptable minimum bandwidth scores
 - A minimum score of 110 on the Duolingo English Test (DET)
 - A minimum score of 176 on the Cambridge English Exam (CAE)
 - A minimum score of 53 on the Pearson Test of English Academic (PTE)
 - Completion of the equivalent of RCS 110 (English composition) with a grade of C or better
 - Successful completion of ELS Language Centers level 112

Applicants may submit unofficial test scores for an admission decision. Applicants must request official test scores sent directly to the Office of Admissions prior to enrollment.

Alternatively, students who attended at least three years of one of the following secondary school options may also be exempt from providing proof of English proficiency:

- An American school overseas
- An International school
- AP Curriculum
- IB Curriculum
- IGCSE/A-level Curriculum

Applicants who have not met the minimum English proficiency requirements may elect to apply to the International Year 2 (IY2) Program. To be admitted to the IY2 program, applicants must demonstrate English proficiency in one of the following:

- A minimum score of 6.0 on the International English Language Testing System (IELTS)
- A minimum score of 70 on the Test of English as a Foreign Language (TOEFL)
- A minimum score of 90 on the Duolingo English Test (DET)
- A minimum score of 45 on the Pearson Test of English (PTE)
- A minimum score of 1050 on the GTEC
- A minimum score of 110 on Gaokao
- Successful completion of ELS 109

Graduate applicants from countries with English as an official language and official language of instruction in higher education are not required to submit proof English Proficiency:

Anguilla	Antigua and Barbuda	Australia
Bahamas	Barbados	Belize
Bermuda	Botswana	British Virgin Islands
Cameroon	Canada (except Quebec)	Cayman Islands
Dominica	England	Fiji
Gambia	Ghana	Gibraltar
Grenada	Guyana	Ireland, Northern
Ireland, Republic of	Jamaica	Kenya
Lesotho	Liberia	Malawi
Malta	Mauritius	Montserrat
Namibia	New Zealand	Nigeria
Papua New Guinea	St. Kitts and Nevis	St. Lucia
St. Vincent and the Grenadines	Scotland	Seychelles
Sierra Leone	Singapore	Solomon Islands
South Africa	Swaziland	Tanzania
Tonga	Trinidad and Tobago	Turks and Caicos Islands
Uganda	United Kingdom	Vanuatu
Wales	Zambia	Zimbabwe

TRANSCRIPT POLICIES

The University of La Verne will accept unofficial transcripts to render an admissions decision, however, students are required to provide all official transcripts in order to maintain their admission and register for second term courses. A full and complete academic history is

required to administer a decision. Failure to provide all institutions you've attended can result in revocation of your admission. Please review the guidelines below as they pertain to what constitutes an official or unofficial transcript:

Official Transcripts:

- Transcript must be sent directly by the issuing institution to the University of La Verne.
- Transcripts in paper format must remain in their original sealed, institutional envelope.
- Transcript must have been printed within the last 90 days.
- A final transcript with your degree conferred is required from all degree-granting institutions.

Unofficial Transcripts:

- Preferred that transcript is downloaded from a student portal. Transcript should be in PDF format and not as a JPG, Screenshot, or some other type of photo.
- Transcript must contain your legal name, name of institution, dates of attendance, course information, grades and credits earned, and GPA.
- Transcript must have been printed within the last 7 years (must be up to date with all coursework taken).

Applicants who previously applied to the University may use official transcripts that the University still has on file if there has been no additional coursework completed since submission.

The University of La Verne will evaluate military training for credit. Veterans and active duty applicants must submit Joint Service Transcripts (JST) or Community College of the Air Force (CCAF) transcripts.

Additional Information: La Verne reserves the right to request additional information in order to make an informed admission decision.

Transfer Credit

Transfer of Courses for the Baccalaureate Degree

Students may transfer a maximum of 88 semester hours of credit towards the Bachelor's degree from a regionally accredited institution recognized by the University of La Verne. Courses must be designated as baccalaureate level by the credit granting institution and have a grade of C- or above. Transfer credit will be awarded up to the 88 semester hour limit in the following order: 1.Satisfaction of general education requirements; 2.Satisfaction of major requirements; 3.Satisfaction of upper division requirements; 4.GPA benefit.

Any transfer work completed beyond the 88 semester hour limit will be considered for subject area fulfillment, but will not transfer with unit value (the particular course will be fulfilled by a 0- unit course marker). Regardless of the number of units transferred, all students must meet the University of La Verne's residency, upper division, general education, and major requirements, as well as complete a minimum of 128 semester hours required for the degree.

Associate Degree for Transfer (ADT)

Students, who earn an Associate in Arts for Transfer (AA-T) or an Associate in Science for Transfer (AS-T) degree from a California Community College, can transfer their degree in total to the University of La Verne. Students will automatically be credited as meeting the University of La Verne General Education requirements with the exception

of the La Verne Experience requirement of Diversity, Equity, and Inclusion LVE 100, University Values LVE 200 (or an approved course), Community Engagement LVE 305 (or an approved course), and University Reflection LVE 400 in residence. Lower division major requirements will be credited if the transfer degree program is deemed similar to a corresponding major program at the University of La Verne. Students must remain in the corresponding major program for the bachelor's degree. Students who transfer the ADT should be able to graduate in 2 years. This assumes a student follows the degree pathway plan created for the student at the time of advising.

C-ID

The University of La Verne faculty utilize the California Identification supranumbering system (C-ID) to articulate courses whenever possible. The C-ID system allows courses to be articulated through the use of descriptors for commonly articulated transferable lower-division courses. Courses articulated through the use of C-ID descriptors are deemed equivalent to University of La Verne courses.

Course Duplication Policy

A student is not eligible to earn credit for a course if the course covers 50% or more of the same subject material that was covered in previously completed college level coursework or exam. Furthermore, a student is not eligible to earn credit in a course if that course covers material in the same general subject area of a more advanced course previously completed. For example, if a student has already completed intermediate Spanish, they cannot now enroll in a beginning Spanish class to earn credit.

Statute of Limitations of Courses

Each department may establish limits on the age of previously completed coursework in regards to the applicability of that coursework to the major requirements for the undergraduate degree. These limits are stated in the descriptions of individual program and major requirements in the Programs section of this catalog. These limits do not impact the transferability of coursework to general education or non-major elective requirements.

Advanced Placement Exam (AP) Transfer Credit

The Office of the Registrar articulates up to 44 semester hours of credit for the Bachelor's Degree and 21 semester hours of credit for the Associate Degree in subject area examinations offered by the College Board's Advanced Placement Program. Exams are articulated during the evaluation of the student's file upon matriculation. Credit can only be reviewed at the time the Office of the Registrar receives an official score report provided by the College Board.

International Baccalaureate (IB) Transfer Credit

The Office of the Registrar will accept the IB diploma for students who have earned 30 points or more and grant 32 semester hours of transfer credit (sophomore standing). Students who do not successfully achieve the IB diploma will have the subjects individually evaluated as listed on their certificate. La Verne will award 4 semester hours for each subject in which a score of 4 or greater was earned for a maximum of 24 semester hours.

General Certificate of Education Advanced-Level (GCE A-Level)

The Office of the Registrar will award credit for each A-Level exam with a grade of A, B or C. A minimum of 4 semester hours of credit will be awarded for each successful A-Level result. Credits will fulfill specific general education requirements at the department's discretion or will earn elective credit.

CLEP and DSST Exams

Transfer credit for the College Level Examination Program (CLEP) and DSST exams are awarded based on the articulation of each individual exam and are reviewed for major or general education requirements by university faculty. Based on these reviews, articulation guides have been created and are available on the Registrar's Articulation website. Furthermore, **a combined maximum of 21 semester hours for the Associate Degree and 44 semester hours** of credit by exam may be applied toward the Bachelor's Degree (AP and IB credits do not contribute to this total). Exams are normally articulated as lower division credit, and duplication policies are followed as described below.

Exam Duplication Policy

A student is not eligible to earn credit by exam if that exam covers the same subject material that was covered in previously completed college level coursework. Furthermore, a student is not eligible to earn credit by exam if that exam covers material that is the same general subject area as more advanced coursework that he or she previously completed. For example, if a student completes Calculus 1, he or she is not eligible to earn credit for a Pre-Calculus exam.

High School Diploma and Transfer Credit

All undergraduate students entering La Verne may receive up to 32 semester hours of credit for college courses taken before graduation from high school. These courses must appear on an official college transcript and the name of the accredited college must be disclosed on the student's application for admission.

Vocational/Technical Transfer Credit Policy

A total of 21 semester hours for the Associate Degree and 44 semester hours for the Bachelor's Degree of vocational/technical courses may be transferred and applied toward a bachelor's degree at the University of La Verne. These courses must be at the baccalaureate level as designated by the sending institution. Applicability of these units toward specific degree requirements is finalized by the Office of the Registrar.

Military Transfer Credit

A total of 21 semester hours of credit can be applied to the Associate Degree and 44 semester hours can be applied to the Bachelor's Degree. Courses taken through the military may be transferred under the guidelines established by the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services and according to La Verne policy. Acceptance of credit is limited by the Vocational/Technical Transfer Credit policy.

Foreign Colleges and Universities Transfer Credit Eligibility

In order for the University's Articulation Office to facilitate faculty review of foreign course work for general education applicability, students must submit a detailed, course-by-course credential evaluation from an approved NACES institution. In cases where course descriptions are not available, students are encouraged to take available placement examinations to qualify for general education credit, or to work with an academic advisor to determine alternative modes of assessment (such as CLEP and DSST exams).

Transfer Credit for ESL and English Composition Courses

La Verne will grant transfer credit for courses articulated to fulfill Written Communication, a sub-area stated within the La Verne General Education Requirements. The course must be completed prior to acceptance into La Verne. The Office of the Registrar will not grant credit for similar courses completed after a student has been accepted to La Verne until all prerequisite ESL courses required by placement criteria have been completed. ESL and Writing courses which the placement test indicates are needed must be taken at La Verne, but the University may grant

elective credit for transferable ESL courses and English composition courses not equivalent to RCS 110 that was completed elsewhere prior to acceptance.

Fulfilling La Verne General Education via Transfer Work

In order to earn a bachelor's degree from the University of La Verne, all students must complete La Verne's General Education requirements. General Education is comprised of three components: Critical Skills, Areas of Knowledge and the La Verne Experience. Students may transfer course work to fulfill requirements/courses in the Critical Skills and Areas of Knowledge; however, all students are required to complete the La Verne Experience requirement of Diversity, Equity, and Inclusion LVE 100, University Values LVE 200 (or an approved course), Community Engagement LVE 305 (or an approved course), and University Reflection LVE 400 in residence.

1. Full CSU-GE and IGETC certifications: At the time of matriculation, students who have completed either the California State University General Education Breadth Certification (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC), with a C- or better in all applicable courses, will be credited with fulfilling La Verne's Critical Skills and Areas of Knowledge General Education requirements with the exception of the Foreign Language requirement, depending on the student's declared major. CSU-GE or IGETC applicability of each course must be documented in the relevant college catalog or through ASSIST.org. Students must provide proof of certification when the final transcript is sent to the University of La Verne.
2. Partial CSU-GE and IGETC certifications: At the time of matriculation, courses completed with a grade of C- or better prior to matriculation at the University of La Verne that partially fulfill selected CSU-GE or IGETC requirements will be credited toward partial fulfillment of similar La Verne General Education requirements with the exception of the Foreign Language requirement, depending upon the student's declared major. CSU-GE or IGETC applicability of each course must be documented in the relevant college catalog or through ASSIST.org. Students must provide proof of certification when the final transcript is sent to the University of La Verne.
3. Courses from California Community Colleges: Courses completed with a C- or better that are approved as fulfilling an area requirement for either CSU-GE or IGETC requirements will be used to fulfill a similar general education requirement at La Verne on a pre and post-matriculation basis.
4. Courses from non-California Community Colleges: Courses completed with a C- or better at a non-California Community College can be used to fulfill General Education requirements at the University of La Verne provided that:
 - The institution is accredited by an organization recognized by the University of La Verne.
 - The course is considered to be at the baccalaureate level at the sending institution.
 - Course(s) meet the criteria to fulfill a specific general education on a course-by-course basis as stipulated in the University of La Verne Guide Points.

official transcripts within the 45 calendar days will be required to appeal for the acceptance of the transcript and pay the appeal fee if approved.

NON-MATRICULATED (GUEST STUDENTS)

Undergraduate students who are not admitted to the University of La Verne may enroll as part-time students as guests. Semester Guest students may enroll in a maximum of 11 semester hours at the University of La Verne. Guest students may enroll in a maximum of 11 semester hours in one semester at the University of La Verne. Students who desire to go beyond the 11 total semester hours for a semester must request an exception from the Office of the Registrar.

A non-degree seeking application must be completed: <https://admissions.laverne.edu/register/nondegreeapp> (<https://admissions.laverne.edu/register/nondegreeapp/>)

Guest students are not allowed to enroll in classes until after the open enrollment period has ended. Guest Students should contact the Office of Advising or the Regional Campus for assistance in registering for classes. High School students who want to enroll at the University of La Verne prior to completing their High School Degree, must make an appointment at the Office of Academic Advising in Woody Hall to obtain permission to enroll.

Students who wish to become degree candidates must submit a formal application and complete the admissions process prior to the completion of a total of 12 semester hours at the University. Holds may be placed on student records to prevent further registration for those students who do not complete their admission process in a timely manner after their first semester of enrollment as a non-degree seeking student. The University cannot be held responsible for the degree applicability of courses which are selected by students who have not been officially admitted and assigned an academic advisor.

All transcripts must be post marked or date stamped as being printed within 45 calendar days of the official last day of the semester/term/grading period at the transfer institution. Students who do not submit