

UNDERGRADUATE

Returning Student Readmission: Undergraduate

Undergraduate students seeking to return to the University of La Verne may either be reinstated or be required to reapply based on the policies below:

- Traditional undergraduate students who are returning to the University within two years of their last semester of enrollment may be reinstated. All others must reapply for readmission.
- Regional and online campus undergraduate students who are returning to the University within 7 years of their original start term may be reinstated. All others must reapply for readmission.

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.

Admission Decision Appeals

A denied undergraduate applicant 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 Undergraduate Admission. Any applicant wishing to appeal their admission decision must contact the Office of Admission to schedule a 1:1 interview with the Director of Undergraduate Admission. Once the Director of Undergraduate Admission offers interview options, the applicant has one week to respond or reschedule. If the applicant does not respond within one week (5 business days), the Director of Undergraduate Admission reserves the right to close the appeal process.

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 for the initial deny decision.

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

FRESHMAN ADMISSION

An admission decision emphasizes the academic course of study, grades in coursework during grades 9, 10, 11 and the first semester of grade 12 and the applicant's personal statement (essay). One letter of recommendation is optional. 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 by May 1 for the Fall term and December 1 for the Spring term. Confirmations after these dates will be 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 and the non-refundable \$50 application fee.
2. **Personal Statement:** Applicants must submit a personal statement (minimum 250 words) in response to one of the provided prompts. The statement should reflect their experiences, challenges, or aspirations and how these have influenced their academic and personal growth.
3. **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 may not be 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.

4. **One letter of recommendation (optional):** Applicants may submit one letter of recommendation from a school where they are currently enrolled or have more recently attended. This is not a requirement but may be considered as additional supporting information. Upon admission to the university, recommendation forms are destroyed and are not 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 the designated date on their admission letter. 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 the designated date are given priority entry.

Dual Enrollment

All undergraduate students entering the University of La Verne may receive 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.

Students who have completed an Associate of Arts (AA) or Associate of Science (AS) degree through dual enrollment are eligible to transfer the degree in full, provided it is from a regionally accredited institution and aligns with the University of La Verne's transfer credit policies. These students will retain freshman status, allowing them to benefit from first-year student scholarships, housing, and orientation programming.

Regardless of the number of units transferred, all students must meet the University's residency, general education, and major requirements to graduate. Courses must meet the minimum grade requirement (C- or higher) for transfer.

TRANSFER ADMISSION

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, with a grade of C- or better. Completion of college-level math is strongly recommended.

1. **Application for Admission:** Applicants must sign and submit the completed application form and pay the non-refundable \$50 application fee.
2. **Personal Statement:** Applicants must submit a personal statement (minimum 250 words) in response to one of the provided prompts. The statement should reflect their experiences, challenges, or aspirations and how these have influenced their academic and personal growth.
3. **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.
4. **One letter of recommendation (optional):** Applicants may submit one letter of recommendation from a school where they are currently enrolled or have more recently attended. This is not a requirement but may be considered as additional supporting information. Upon admission to the university, recommendation forms are destroyed and are not 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 3.5 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 3.5 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. **Personal Statement:** Applicants must submit a personal statement (minimum 250 words) in response to one of the provided prompts. The statement should reflect their experiences, challenges, or aspirations and how these have influenced their academic and personal growth.
3. **Official transcripts and certificates** (with notarized translations into English where appropriate) from all secondary schools, colleges, and universities attended. **Applicants 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.** Applicants attending a foreign university that is accredited by a U.S. accrediting agency are exempt from the detailed credential review. Applicants may submit unofficial transcripts prior to submitting official records for a conditional admission decision.
4. **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)
 - Successful completion of ELS Language Centers level 112

Applicants may be reviewed without proof of English proficiency for conditional admission. Conditional admission does not make a student eligible for issuance of an I-20. An I-20 may be issued once the applicant has met English proficiency requirements and received full admission. Official qualifying test scores are

required for full admission and must be 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

Undergraduate 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

5. **One letter of recommendation (optional):** Applicants may submit one letter of recommendation from a school where they are currently enrolled or have more recently attended. This is not a requirement but may be considered as additional supporting information. Upon admission to the university, recommendation forms are destroyed and are not 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.

REGIONAL AND ONLINE CAMPUS UNDERGRADUATE 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 28 credit hours applicable toward a bachelor's degree, are exempt from submitting high school verification.
- The ability to succeed in a challenging academic program.

Application Procedures and Requirements

Applicants who have completed fewer 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 and pay the non-refundable \$50 application fee.
2. **Resume:** Applicants must submit a detailed resume highlighting any academic and work history.
3. **Official transcripts:** Applicants must have official transcripts sent to the Office of Admission from each college or university previously attended, regardless of whether a degree was earned. 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 any subsequent terms. All applicants pursuing an Associate's must provide an official high school transcript.

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 with their application for admission.

State Authorization

Per the U.S. Department of Education, postsecondary institutions based in California are federally required to have state authorization to provide distance education to students residing in any other state. 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 seven consecutive years. Students pursuing undergraduate

programs at the regional and online classes who are inactive for more than seven consecutive years 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.