

# ADMISSION POLICIES

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## Transfer Applicants

Los Angeles Pacific University accepts academic credits transferred from other colleges or universities according to the following criteria:

- The college or university must be an institution of higher education accredited by an organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation. These accrediting bodies mandate assessment and other quality control systems that give LAPU a high level of confidence in their programs.
- Students must have completed the transferred courses within the past seven years and earned a minimum grade of B-. Courses taken more than seven years previously may be considered.
- LAPU can give credit for up to one-third of the total program credits for previous coursework toward a graduate degree.
- The transferred courses must apply to a LAPU graduate degree program as the equivalents of required courses (i.e., providing a similar knowledge base and/or competencies).
- Enrolled LAPU students who would like to transfer coursework from another university into LAPU must submit a Transfer Inquiry Form to the Office of the Registrar and receive approval before registering for a class at another institution
- An official college transcript must be submitted to LAPU via an authorized electronic transcript submission process or unopened in an envelope sealed by the issuing institution in order for such coursework to be evaluated for transfer of credit.

The registrar in consultation with the assistant dean will evaluate previous college work to determine its relevance to the requirements of LAPU. A credit summary will be sent to the student showing those courses that have been accepted on transfer and those courses that still need to be taken to fulfill the applicable program's graduation requirements. Only courses where a grade of B- or above has been earned can be considered for transfer of credit.

## International Institutions

All international transcripts must be translated by an agency that is a member of either the National Association of Credential Evaluation Services (NACES (<http://naces.org/members.html>)) or the Association of International Credential Evaluators, Inc. (AICE (<http://aice-eval.org/endorsed-members/>)) which will provide a Degree/Transcript Equivalency Report.