

# ADMISSION POLICIES

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## Admission to the University

Los Angeles Pacific University is committed to the principle of lifelong learning and accessibility to higher education. LAPU invites applications from students who have a passion to learn and to make a difference in the world. Applicants must abide by the policies, standards, and regulations at LAPU and respect the ideals, principles, and traditions it upholds as a Christian institution of higher learning.

There are two pathways for admission to the university: undergraduate admission, and admission to our Concurrent Enrollment Program for high school students.

Undergraduate admission to the university requires applicants to possess an official high school diploma or equivalent, GED, or homeschool certification/transcript. Applicants are also required to hold a minimum grade-point average of 2.0 (on a 4.0 scale) for all courses. Provisional admittance may be granted to individuals who do not meet the minimum GPA requirement. Applicants are required to submit a completed application along with applicable documentation. Required documentation varies by applicant, but may include official high school transcripts or equivalent or other secondary school certifications (GED, homeschool certification, etc.) and/or official transcripts from each accredited college or university attended. Please discuss with your enrollment counselor for further clarification.

In addition, high-performing high school students have the opportunity to enroll in college-level courses through the High School Concurrent Enrollment Program. Please see section entitled "High School Concurrent Enrollment Program (p. 4)" for more information.

For all programs, admission is not guaranteed, and LAPU reserves the right to deny admission.

LAPU does not discriminate on the basis of race, color, national origin, gender, age, disability, or status as a veteran.

## Admissions Petition

There are two circumstances that require applicants to submit an admissions petition: applicants dismissed from LAPU or from another school, and applicants whose GPA falls significantly below the admission minimum (2.00).

- Applicants dismissed from LAPU or other academic institutions are required to submit an Admissions Petition addressing the dismissal(s).
- Applicants with a GPA below 2.0 are required to submit an Admissions Petition if requested.

The Admissions Committee will review the petition and may ask for additional documentation before reaching a final decision; the student will be notified of the committee's decision to approve or deny the request.

Please contact your enrollment counselor for specific instructions.

## Admission Status

- **Regular**  
Applicants who are granted regular admission to the university are fully accepted without restriction and are considered to be in good standing. They are permitted to continue in this classification as long as they maintain a satisfactory grade-point average (2.0) and continue to meet the general standards established by the university for admission and graduation.
- **Provisional**  
Applicants who are granted provisional admission are fully accepted, but are required to complete ISTU 101 in their first session of enrollment and to achieve a status of good standing by the end of their second semester of enrollment in order to continue to take courses in the program. Good standing status is achieved by maintaining a cumulative local GPA of 2.0 or better. (Exceptions: Non-degree seeking students, including preparatory students.)
- **Conditional**  
Applicants who are granted conditional admission are accepted through Friday of Week 1 of the session. This status is revocable if all remaining admission requirements are not completed by Noon PT on Friday of Week 1.

## Policy Regarding False Information

Students are advised that admission is contingent upon the truthfulness of the information contained in the application. Discovery of false information subsequent to admission is, at the university's discretion, grounds for immediate dismissal at any point in the student's course of study. Such dismissal shall result in forfeiture of all charges paid and academic credits earned. The full fraudulent records policy may be obtained from the Office of the Registrar.

## Transcripts

Applicants are responsible for submitting transcripts from either the high school from which they graduated or equivalent, or each college or university accredited by an organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation which they attended, or both. An official transcript is one that LAPU receives through the authorized electronic transcript submission process or unopened in an envelope sealed by the issuing institution(s) that bears the official seal of that school. LAPU reserves the right to request that the transcript be sent directly from the issuing institution(s). High school students applying for regular admission should submit a preliminary transcript showing courses and marks for freshman year through the most recently completed semester. A final transcript must be sent following graduation.

The transcript and other documents submitted as part of the application become the property of the university and cannot be returned to the student or forwarded in any form to another college or university.

Applicants submitting international high school transcripts or secondary school certifications must have those documents translated by an approved translation and evaluation company (please refer to the "Transfer Applicants (p. 2)" section).

## Evidence of Proficiency

There are no required pre-admission tests for applicants to LAPU. However, students must present evidence of a math placement score in preparation for college-level math courses. Such evidence may include an official college transcript verifying successful completion of the prerequisite course (Intermediate Algebra), an American College Testing (ACT) math score, or a Scholastic Aptitude Test (SAT I) math score. Official documentation must be received by the Office of the Registrar before registering for math courses.

Students with proficiency scores indicating placement at a level below college algebra are encouraged to begin preparation immediately to meet prerequisites for that course. Applicants can find online beginning and Intermediate Algebra courses at many institutions through the California Virtual Campus ([www.cvc.edu](http://www.cvc.edu) (<http://www.cvc.edu>)).

## Admission of Homeschooled Students

Applicants who are homeschooled and do not have an official high school transcript to submit to the university with their application are not required to take the General Education Development (GED) Test or the California High School Proficiency Examination. If the student does not have access to an official transcript or does not subscribe to a transcript service, the student will be asked to submit a transcript created by the primary teacher that will be evaluated by the registrar.

## International Admission

Currently, Los Angeles Pacific University only accepts international students (1) through formal partnerships with other universities or organizations or (2) who are eligible to receive U.S. federal student aid and have a social security number. See Partnerships (<https://catalog.lapu.edu/undergrad/info/partnerships/>) for a list of current partnerships. An international student is defined as any individual not holding permanent U.S. residency or citizenship.

All applicants who are not participants in a formal LAPU international partnership and are not U.S. citizens are required to submit current and unexpired documentation of permanent U.S. residency to determine admissions eligibility. In order for an admission and acceptance decision into a particular session to be made, the verification documents submitted must be valid (not expired) for the full duration of the semester. Please contact your enrollment counselor for specific instructions and a full list of approved verification documents.

## Notification of Admission

Los Angeles Pacific University follows a procedure of rolling admission, which means that a prospective student may submit a completed application at any time. Submitting an application for a specific start term does not guarantee admission or acceptance for that term.

## Transfer Applicants

Los Angeles Pacific University welcomes applications from transfer students.

Transfer students must submit official transcripts from all accredited colleges and universities attended, whether or not credit was given. An official transcript is one that LAPU receives through the authorized electronic transcript submission process or unopened in an envelope sealed by the issuing institution(s) which bears the official seal of that college or university. LAPU reserves the right to request that the transcript be sent directly from the issuing institution(s). This

requirement is waived for applicants applying to certificate programs who have already earned a bachelor's and/or master's degree; these applicants are only required to submit official transcripts from the accredited university that posted one of their degrees (preferably their bachelor's degree). Any additional transcripts that are submitted by students on their own accord are subject to review of GPA or dismissals requiring admission petitions according to our admission policy.

Certificate students who want to switch degrees to a second bachelor's program who have not submitted all transcripts are required to repeat the admissions process and will be subject to all admissions policies.

College credit earned by a student still in high school may be transferred to LAPU provided that the course was taken at a college accredited by an organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation and is documented on an official transcript from that institution.

The registrar will evaluate previous college work to determine its relevance to the requirements of LAPU. A preliminary credit summary will be provided showing those courses that have been accepted on transfer and those courses that still need to be taken to fulfill the university's requirements. Whereas all attempted courses will be evaluated to determine a cumulative college GPA for admissions purposes, only courses where a grade of C- or above has been earned can be considered for transfer of credit.

Los Angeles Pacific University accepts the California State University General Education Breadth Certificate, the IGETC (Intersegmental General Education Transfer Curriculum) Certificate, and the ADT (Associate Degree for Transfer) to satisfy the basic General Education Core requirements for bachelor's degrees, although all students must still complete the LAPU Distinctives and any program requisites.

## International Institutions

In order to be included in a preliminary evaluation for academic credit, any 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. These transcripts are not required for undergraduate admission.

Students seeking enrollment in the Multiple Subject Teaching Credential must follow the guidelines that the California Commission on Teaching Credentialing on Foreign Transcript Evaluations ([https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)/](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)/)) has set forth.

## General Education Information for Transfer Students

Students transferring into Los Angeles Pacific University may have some of their requirements met by classes taken at their previous institution(s). The evaluation of a student's transfer work is conducted by the registrar. Some courses must be taken at LAPU and cannot be met by transfer work. These courses are identified in each program's requirements.

## Multiple Subject Teaching Credential

The Multiple Subject Teaching Credential (<https://catalog.lapu.edu/undergrad/programs/bd/liberal-studies-ba/#teachingcredentialtext>) is open to California residents only.

Applicants must provide:

- Proof of a completed bachelors degree from a regionally accredited institution (required for admission to the standalone program only).
- Proof of Certificate of Clearance (COC). Applicants are encouraged to begin this step as soon as possible to allow for processing by the California Commission on Teacher Credentialing.
- Proof of the Basic Skills Requirement (refer to the California Commission on Teacher Credentialing ([https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)/](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)/)) for options).
- Proof of subject matter preparation or proof of paid registration for the next appropriate California Subject Examinations for Teachers (CSET) Multiple Subject administration. Applicants possessing a conferred bachelor's degree in Liberal Studies from a regionally accredited college or university are not required to take and pass the CSET Multiple Subjects Examinations.

## Veterans

### Veterans' Education Benefits

Los Angeles Pacific University is an approved degree-granting institution recognized by the Department of Veterans Affairs. Eligible veterans and their dependents seeking educational training may qualify to use Title 38, chapters 30, 31, 33, 35, and 1606/1607. Refer to the Department of Veterans Affairs for eligibility criteria.

### Veterans' Information Bulletin

Responsibilities of a Veteran or Other Qualified Recipient:

1. To attend class
2. Understand that benefits may terminate due to Unsatisfactory Progress.
3. When you stop attending a course, you must notify the campus Certifying Official of your last day of attendance.
4. Understand that if you do not notify the campus Certifying Official that you stopped attending a class, the first day eligible for a "W" will be used as the reporting date to the U.S. Department of Veterans Affairs.
5. Report to the campus Certifying Official when you receive an "F" if the "F" was earned or because you stopped attending class. If you stopped attending class, you must report the last day of attendance to the campus Certifying Official.

### Loss of Veteran Certification Due to Dismissal or Excessive Probation

A veteran shall be subject to the loss of certification and the cessation of future funds from the U.S. Department of Veterans Affairs if the veteran's cumulative academic work falls into one of the following categories:

1. The veteran has been academically dismissed.
2. The veteran has had more than 50% of credits attempted with a "W," "I," "NC," or "No Pass" for three consecutive semesters.
3. The veteran has been on academic probation (below a 2.00 cumulative GPA) for three consecutive semesters.

Veterans who are in any of the three above categories will be subject to dismissal as well as loss of certification. Veterans who receive all W grades for one semester will be issued an unsatisfactory progress warning. Veterans who receive all W grades for a second subsequent semester will be administratively withdrawn from the university.

### Re-Application Process

#### Re-application after Academic Dismissal

A Veteran who has been dismissed for academic reasons may petition to return to Los Angeles Pacific University after a one-semester break. The petition must state:

1. Intentions to maintain acceptable academic standing.
2. Strategies for probable success.

### Veterans' Student Bill of Rights and Considerations Prior to Enrollment

This document is provided for enrolling veterans and eligible persons when using GI Bill education benefits at a private postsecondary institution approved for training of veterans by the California State Approving Agency. This is provided for informational purposes only and is intended to give you guidance in order to optimize the use of your VA education benefits:

- You have the right to investigate training alternatives. Be aware that tuition charged by institutions offering similar training programs can vary greatly. You may also seek payment of GI Bill benefits for other types of training or career objectives, including Apprenticeship/OJT and Entrepreneurship.
- You have the right to fully explore a program prior to enrolling. You may check out the school's facilities and equipment, inquire about instructors' qualifications and class sizes, observe a class, and talk to current students. You may also ask to contact recent graduates to learn about their experiences with the school.
- You have the right to check with the Better Business Bureau, or other consumer protection agency, to find out if complaints have been filed against the school. You also have the right to verify the school's standing with any accrediting association and/or licensing agency.
- You have the right to clear information about the value of the training. Are the credits transferable to other institutions you may attend in the future? Will the training satisfy requirements for employment, or is it necessary for the position you are seeking?
- You are entitled to clear data about the program's success rate. The institution will provide you with the completion and placement rates for the most recent years for which data is available. You will be given the definition of a "placement," including the length of time in the position. You will also be provided with the average starting salary.
- You are entitled to a clear statement of the total cost for completion of the program, including tuition, equipment and fees.
- You are entitled to a clear explanation, without coercion, of all financial aid options, before you sign up for any student loans.
- You are responsible for paying off a loan whether or not you complete the program. Failure to pay off a loan can lead to financial problems, including inability to get a future loan or grant for another training program, inability to get credit to buy a car or home, or garnishment of wages through the employer. You must begin repayment of the loan in accordance with the terms detailed within the financial aid documents.
- You have the right to read and understand the contract, and all other materials, before signing up.

- You are entitled to a clear explanation of the school's cancellation/ withdrawal policy and procedures, to understand how to withdraw or cancel, and be informed of any financial obligations you will incur.
- You are entitled to a clear explanation of the school's refund policy, which can vary greatly. If you withdraw from a course after the first day of class, an overpayment of VA benefits can result. It is not uncommon for schools to charge the entire tuition cost at the point when you have completed just 60 percent of the program. If an overpayment is assessed, the VA will send you a debt letter for the cost of the training you did not receive. For example, you may drop at the 60 percent point, and be asked by the VA to repay 40 percent of the cost of the tuition. A debt related to payment of the housing allowance may also be assessed. Ensure that you review the school's refund policy to understand the consequences of withdrawing before the end of the term.
- You have the right to contact the California State Approving Agency at [www.calvet.ca.gov/csaave](http://www.calvet.ca.gov/csaave) (<http://www.calvet.ca.gov/csaave/>) or the state consumer protection agency if you are unable to resolve a complaint with the school.

## Non-Degree Seeking Options High School Concurrent Enrollment Program

Los Angeles Pacific University offers high-performing high school students the opportunity to enroll in college-level courses (100- and 200-level only) through its Concurrent Enrollment Program. These courses may articulate to meet high school credits, and may be transferable to a student's future post-secondary program. To participate in the Concurrent Enrollment Program, high school students must have a minimum 3.0 GPA at their school (at least one full term must be completed to establish high school GPA) and complete the program criteria (Please contact [admissions@lapu.edu](mailto:admissions@lapu.edu) for more information).

## Non-Degree-Seeking Student Course Options

Undergraduate non-degree-seeking student course options:

- The student must fulfill all course prerequisites.
- Availability is based on course enrollment.

Unofficial transcripts on file are acceptable until a student wishes to enroll in a program, at which time the student will be subject to all admissions policies.

## Financial Aid

The only type of Financial Aid (<https://catalog.lapu.edu/undergrad/financial/#financialaidtext>) available for non-degree seeking options is Alternative/Private Loans.

## Re-Admission

### Re-admission and Re-enrollment

In the event that a student withdraws from Los Angeles Pacific University or leaves for any reason for more than one year (three full semesters), that student must reapply to the university. Students who are dismissed are eligible to reapply after being away for one full semester. Any student re-enrolling in LAPU after an absence of more than one year (three full semesters) will be subject to new catalog requirements.