

Admission to Antioch

Admission to Antioch University Seattle is based on an applicant's background, education, accomplishments and goals – and on the student's ability to benefit from the learning opportunities the University provides. Admission is not based on test scores or grade point averages.

Antioch seeks and maintains a diverse student body, including persons with a range of prior academic and other experience. Its students are of all ages, nationalities and ethnic and cultural backgrounds, and bring a variety of personal value commitments. The University seeks to welcome and respect the diversity of its student community and regards that diversity as a source of special educational richness.

Antioch requires several kinds of information from its applicants, depending on the program. In all cases, the Admissions Office seeks evidence of critical thinking and effective writing skills, as well as a clear match between the student's needs and what a given program can offer. Accordingly – with some variations depending on the selected program – prospective students are asked to submit records of all of prior college study, a writing sample, a résumé, and/or one or more essays, as well as a completed application for admission. Whenever possible, candidates especially are encouraged to arrange an interview with program faculty. Staff members in the Admissions Office can help set up such meetings.

Specific application requirements for each Antioch program are outlined in the appropriate application handbook, available from the Admissions Office at 206-268-4202 (toll free at 888-268-4477), or by e-mail at admissions@antiochseattle.edu. Admissions information is also available online at www.antiochseattle.edu/admissions.

Admission Decisions

Ideally, admission decisions represent an agreement between the University and the prospective student about the individual's learning aims and needs and what the program can offer. Antioch does, however, retain the final responsibility for determining the admissibility of each applicant. The Director of Enrollment Services makes all admission decisions, in consultation with admissions advisers and program faculty. The director's decisions are final.

Visiting students

Visiting or "non-matriculated" students may enroll in courses for credit without intending to pursue a degree, or in courses to fulfill degree program prerequisites. Visiting students register during the last two days of open registration or during late registration. Class admission is limited to selected courses and is based on space availability.

Visiting students are not eligible for financial aid or loan deferments. If visiting students subsequently wish to enroll in a degree program, regular application procedures apply. Credits earned as a visiting student are not automatically accepted as degree credit if the student is later accepted to a degree program, but may be considered for application toward a degree at the discretion of program faculty.

International admission

Non-U.S. citizens who apply for admission and for a student visa must meet admission requirements of the undergraduate or graduate program to which they apply. In addition to regular application materials, they also must submit the following:

- Official certified educational records, including official translations if educational records are not in English.
- Evaluation of international transcripts as noted in the International Transfer Credit section of this catalog.
- Test of English as a Foreign Language (TOEFL) results. Applicants whose native language is other than English are normally required to take the TOEFL exam, and to achieve a minimum score of 550 (paper-based) or 213 (computer-based) or 79 (Internet) to be eligible for admission. Applicants who have studied English at another U.S. college or university, or at an institution abroad in which English is the language of instruction, may have the TOEFL requirement waived. Prospective students should contact the Admissions Office for further information. Applicants must request an official TOEFL report be sent to Antioch University Seattle (institution code # 4146). The TOEFL exam must have been taken within the past two years.
- Documentation of the applicant's ability to pay for educational and living expenses while in the United States. Antioch University is approved by the Department of Citizenship and Immigration Services to issue INS Form I-20 to eligible prospective students so they may apply to obtain non-immigrant student visas. Prospective students should contact the Admissions Office for more information and should apply at least three months in advance.

Applicants with transcripts from institutions outside the United States and Canada are encouraged to apply early to allow time for receipt and review of these transcripts. See page 10 for further information about international transfer credit.

Transfer credit and other means of accelerating progress

Undergraduate transfer credit

For its undergraduate programs, Antioch University Seattle accepts college-level credit in transfer from regionally accredited institutions. Credits for college-level courses normally are accepted if the transfer credit carries a grade of C or better. Developmental or remedial courses are not accepted in transfer, nor are continuing education courses. No more than 120 lower-division quarter credits will be accepted in transfer.

Antioch University Seattle operates on a quarter system. Transfer credits from institutions operating on a semester system are accepted on the basis that two semester-hours of credit are equivalent to three Antioch credits.

Associate degrees from regionally accredited institutions generally transfer. Students normally receive the number of quarter credits they have earned at the institution awarding the degree, subject to the following limitations:

- Courses below college level do not transfer.
- Courses with grades below C do not transfer, except where an interinstitutional direct transfer or dual enrollment agreement provides otherwise.
- Continuing education and clock hour courses do not transfer.
- Transfer of physical education activity courses is limited to 6 quarter credits.

Antioch may also accept up to 30 undergraduate quarter credits in transfer from institutions accredited by specialized accrediting bodies as defined by the American Council on Education, including many

vocational, technical and professional courses. Such courses would include those that have a specific career application or skill-building focus and can be incorporated into the student's plan of study.

Antioch also accepts undergraduate credit from a number of other sources, including advanced placement, the college level examination program (CLEP), international baccalaureate, military service and correspondence or online courses if offered by regionally accredited institutions.

Direct Transfer and Dual Enrollment Agreements

Antioch University Seattle maintains a variety of Direct Transfer and Dual Enrollment Agreements with other colleges and universities. A student who plans to transfer to Antioch and wishes to determine whether his or her present institution has a special transfer agreement with Antioch should contact Antioch Admissions.

Prior experiential learning credit

In the B.A. in Liberal Studies (completion program), Antioch may grant credits based on pre-enrollment experiential learning derived from work or life experience not originating from academic study or from a formal examination program. Students who seek credit for such learning complete written learning narratives that specify and demonstrate their college-level learning. For details, consult the prior learning coordinator in the B.A. completion program, or see the B.A. in Liberal Studies section of this catalog. *Prior learning credits are not available in graduate programs.*

Accelerated joint B.A./M.A. degree programs

In certain fields of study in which Antioch offers master's degrees, undergraduate students also may qualify for "ladder"

programs in which the B.A. degree can be completed in part through concurrent study in a graduate program, which permits the student to progress simultaneously toward both a bachelor's and a master's degree. Further information may be obtained through the B.A. completion program, from the directors or chairs of the participating graduate programs or from the Admissions Office.

Transfer credit toward master's degrees

With approval from the program, students may transfer from eight to 12 quarter credits of previous and/or concurrent graduate-level work into an Antioch master's degree program. During the admission process, the faculty adviser may perform a preliminary screening of requests for transfer of previous credit. This screening identifies courses that might be considered for transfer, but does not guarantee acceptance of the request. To be considered for transfer toward a graduate degree:

- Credits must be awarded by a regionally accredited institution of higher education, carry a grade of B or better, have been earned no more than five years before the date the student is accepted into the program, and be clearly related to the student's selected study area(s).
- Credits must be earned in graduate level courses that can count toward an advanced degree.
- Transfer credits may not be used in lieu of core knowledge area courses as defined by the Antioch graduate program.

Formal approval of graduate transfer requests should be pursued by the end of the student's second quarter to allow time for the student to identify a focus area and select a permanent adviser.

International transfer credit

Applicants who wish to receive credit for coursework completed at an institution outside the U.S. and English-speaking Canada must have that institution send official transcripts and/or documents directly to the Admissions Office. Certified translations and evaluation of international documents are required and must be arranged for by the applicant. Information on evaluation services is available from the Admissions Office. Please allow four to 10 weeks for the evaluation, and request that an official evaluation be sent to the Admissions Office. Determination of credit equivalency must be completed before the student can be admitted. U.S. citizens and legal residents who completed some or all college-level schooling outside the U.S. and Canada must have international transcripts evaluated as outlined.

Change of degree program

Students who wish to change from one degree program to another must apply for admission to the new program. If admitted to the new program, students must satisfy all requirements of that program.

Readmission

Applications for readmission to Antioch University Seattle will be reviewed by the Admissions Office, Registrar and the director or dean of the degree program to which the student is requesting readmission. Readmission decisions are made after review of the applicant's academic standing at the time of withdrawal and of the applicant's reasons for re-applying. Contact the Admissions Office for a Readmission Application form.

Tuition and Fees 2008-09

Tuition and fees are in effect through spring quarter 2009. Antioch reserves the right to change tuition and fees at any time without prior notice. Tuition and fees are subject to approval of the Antioch University Board of Trustees. All rates shown are in U.S dollars.

B.A. in Liberal Studies

One credit.....\$600
Two or more credits..... \$468/credit
Prior Learning credits \$117/credit

Center for Creative Change

M.A. Environment and Community
M.S. Management
M.A. Organizational Psychology
M.A. Strategic Communication
M.A. Whole Systems Design

CCC Graduate Certificate Programs

One credit.....\$600
Two or more credits..... \$540/credit

Center for Programs in Education

Undergraduate Teacher Preparation

One credit.....\$600
Two or more credits..... \$445/credit

M.A. Education

Graduate Teacher Preparation
Graduate Teacher Prep with M.A.
Endorsement Programs

One credit.....\$600
Two or more credits..... \$475/credit

School of Applied Psychology, Counseling and Family Therapy

M.A. Psychology

One credit.....\$600
Two or more credits..... \$525/credit

Psy.D. Clinical Psychology

All credits..... \$656/credit
Dissertation Fee\$656

Psychopharmacology Certificate.....TBD

The Antioch Commons

Tuition for courses offered through the Antioch Commons is charged at the student's standard tuition rate. Tuition for courses sponsored by the Learning and Teaching Cooperative (LT Coop) is charged at the rates shown below.

LT Coop Tuition Rates

400-level courses..... \$468/credit
600-level courses..... \$525/credit

Visiting Students

Tuition for visiting students is charged at the per-credit rate of the program that offers the course, plus any related materials or course fees.

Required Fees

In addition to tuition, matriculated students are required to pay the following fees each quarter in which they are registered for credit. Fees are nonrefundable after the full refund period.

The Student Services Fee supports several academic and student services, including career workshops and services, personal counseling offered through the Community Counseling and Psychology Clinic, the Student Life Office, transcripts and graduation, as well as writing tutors and other academic support services offered through the Learning and Teaching Cooperative.

Students enrolled part time

Undergraduate students - 1-5 credits.....\$55
Graduate students - 1-3 credits.....\$55

Students enrolled more than part time

Undergraduate students - 6 or more credits.....\$95
Graduate students - 4 or more credits.....\$95

The Technology Fee provides increased technical staff support as well as a half-

time faculty-at-large position for academic technology.

Technology Fee\$30

Other Fees and Deposits

Application Fee\$50

Application Fee/Endorsements.....\$30

Application Fee/Readmission\$25

Enrollment Deposits (nonrefundable; applied to first quarter's tuition)

Center for Creative Change programs... \$150

Psy.D. program \$300

Art Studio Access Fees

Quarterly/Daily Drop-in \$40/\$5

Audit Fee (per course).....\$400**

Bike room key deposit (refundable)\$25

Diploma Replacement.....\$25

Enrollment Maintenance Fee\$600

Lab and Materials Fees vary*

Late Payment Fee\$50

Late Registration Fee.....\$50

Liability Insurance Fee (per quarter).....\$15

Locker Rental (per quarter)\$10

Student Parking Permit

Evening/Weekend (per quarter)\$30

Payment Plan Fee (per quarter).....\$35

Registration Reinstatement Fee.....\$50

Returned Check Fee\$30

**Fees for courses requiring payment of a lab, materials or liability insurance fee are noted in course schedules.*

***Audit fees are waived for Antioch students enrolled at least half time, Antioch University Seattle graduates, degree committee members and Antioch University Seattle employees. Lab and materials fees are not waived.*

Antioch University Seattle Student Financial Policies

These policies are administered by the Student Accounts Office. For more information, stop by or contact this office at studentaccounts@antiochseattle.edu or 206-268-4009.

Policy Statement

The purpose of the Student Financial Policies is to inform students of their financial obligations as students. They are in effect summer 2008 through spring 2009.

When students register, Antioch reserves specific class space and commits resources to provide the instruction selected. Students assume responsibility for paying tuition or for notifying Antioch if they decide not to attend. Cancelling a registration by the first week of the quarter releases class space in time for other students who may be waiting to fill them.

Paying Tuition

Students are notified of tuition billing activity by e-mail to their Antioch e-mail account. Students view the billing activity in myAntioch through the Student Accounts Summary menu item. All billing activity is subject to verification and may be adjusted in accordance with the applicable tuition and fee rates.

Failure to attend classes or provide appropriate notification of withdrawal to the Registrar's Office does not exempt a student from tuition payment. Antioch reserves the right to cancel a student's enrollment for failure to meet financial obligations, although such an action will not cancel any financial obligations previously incurred. Antioch further reserves the right to withhold assessments, official transcripts or diploma, or withhold the right of

registration for a future term or course until all outstanding debts to the University have been paid and the student's account has been cleared.

Payment Options

Antioch offers several options for paying tuition. Students must complete one of the following payment options by the tuition payment deadline to avoid late payment fees or the possibility of a cancelled registration due to nonpayment of tuition:

- 1) Pay tuition in full by check, debit or credit card (Discover, MasterCard or VISA). All payments must be made in U.S. dollars. Cash is not encouraged.
- 2) Have evidence of a sufficient, certified financial aid package. Tuition not covered by aid also must be paid in full or a payment plan arranged (see option 4) by the payment deadline. Financial aid packages are arranged through the Financial Aid Office.
- 3) Submit an agency- or employer-paid tuition payment authorization to the Student Accounts Office. Tuition not covered by the authorization also must be paid in full or a payment plan arranged (see option 4) by the payment deadline.
- 4) Arrange a Tuition Payment Plan that allows payment of tuition in three monthly installments. The cost is \$35 per quarter, but no interest is charged on the outstanding balance. The plan is available only to matriculated students registered for credit.

Where to Pay Tuition

All tuition payments and payment authorizations are to be made at the Student Accounts Office, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Payments may be mailed or made in person. Bank card payments also may be called in

during business hours at 206-268-4009. Online bank card payments soon may be made through myAntioch. There is a night drop at Enrollment Services for after-hours payments.

Tuition Payment Deadline

Tuition is due at the time of registration except as noted here. Payment deadlines for students registered during the priority or open registration periods are shown in the following payment schedule. A payment grace period is currently in effect. After the open registration period, students must pay estimated tuition and a late registration fee or have evidence of a certified financial aid package before clearance for registration will be granted.

Tuition Payment Schedule

	Payment Deadline	Payment Grace Period Ends
Summer 2008	June 27, 2008	July 9, 2008
Fall 2008	Sept. 26, 2008	Oct. 7, 2008
Winter 2009	Dec. 23, 2008	Jan. 13, 2009
Spring 2009	April 3, 2009	April 14, 2009

Late Payment Fee

A student account not fully paid or that lacks an approved payment arrangement by the end of the payment grace period will be assessed a \$50 late payment fee monthly until it is brought to-date or sent to collections. A late or incomplete payment plan payment is also subject to the fee. The grace period is extended to the 30th day of the quarter on an account

with a balance of \$250 or less that is not on an arranged payment plan. An account with an unpaid balance of any amount is subject to a Fiscal Hold and collection actions (see below).

Late Registration Fee

After the open registration period, students not registered for any activity or a leave of absence who wish to register for courses or leave of absence must pay a \$50 late registration fee before clearance for registration will be granted. The fee is not charged to visiting students or to students who register EMF (Enrollment Maintenance Fee) by the end of the first week of the quarter.

Registration Cancellation/ Reinstatement

Antioch reserves the right to cancel a student's registration for noncompliance with Student Financial Policies. Students may request reinstatement of a cancelled registration within seven days of cancellation by submitting a completed Registration Reinstatement Form with payment in full for tuition and all reinstatement fees (includes the registration reinstatement fee, late payment and late registration fees). Students may not select the courses that will be reinstated. Reinstatement is for all courses previously registered, except those that have filled. If a reinstatement request is denied for any reason, either in full or in part, any tuition overpayment will be returned to the student. Courses not reinstated will be marked "LD-late drop." The Student Accounts Office may require payment of tuition in full prior to registering for future terms.

Fiscal Holds are used to restrict access to registration, or prevent processing of transcript requests, graduation applications or other University services.

A **Student Accounts Hold** is applied when payment on a student's account is past

due. It is removed when the account is brought to-date.

A **Student Accounts Clearance Hold** is applied to every student record during certain registration periods. The hold requires a student to contact the Student Accounts Office prior to registration. Payment of tuition or satisfaction of other payment arrangements may be required before the hold is removed and clearance for registration is granted.

A **Student Accounts Discretionary Hold** is applied when a student exhibits a history of late payments. This is a permanent hold that requires the student to satisfy payment arrangements with the Student Accounts Office prior to registration each quarter.

Returned Check Fee

Each check returned unpaid to the University is subject to a \$30 returned check fee. A late payment fee also may be assessed and registration may be cancelled if the check was used to pay tuition and is returned after the payment deadline.

Collections

A student account will be closed and submitted to an outside collections agency if within 120 days of a payment deadline the account is not paid in full, or whenever a minimum, previously agreed upon payment amount is not made. All costs, fees and expenses (including, but not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses) incurred by Antioch in attempting to collect the debt will be added to the student's account balance.

Financial Aid Refunds

Financial aid in excess of a student's account balance is refunded to eligible students. Antioch is permitted 14 days from the first day of the quarter to disburse

excess funds received prior to the start of the quarter. Refund checks are generally available for pickup on the first Friday of each quarter and at additional times as announced by the Student Accounts Office.

Refunds are dependent upon completion of an aid package and the types of aid received. Stafford, Perkins and PLUS loans and Supplemental Educational Opportunity Grants are generally credited to students' accounts at the beginning of each quarter. Pell Grants arrive during the third week. When possible, refunds are returned to a bank card previously used to pay the tuition before a check is issued for any remaining credit balance.

Students who receive Washington Educational Opportunity or State Need Grant checks are notified through Antioch (First-Class) e-mail when those checks arrive. The state requires students to pick up and sign for these checks in person.

Students must show due diligence when setting up financial aid to avoid delays in disbursement of funds to the University. Antioch cannot honor requests for early disbursement of aid.

Tuition Credit Schedule

Days into Quarter	% Tuition Credit
Days 1-9	100 percent
Days 10-16	80 percent
Days 17-23.....	70 percent
Days 24-30	60 percent
Days 31-37	50 percent
Days 38-40	40 percent
After 40 days	No refund

Tuition Credit for Dropped Courses

Tuition for courses dropped within the first 40 calendar days of the quarter is prorated and credited to the student's account using the schedule shown. The credit is

calculated from the date the Registrar's Office receives the completed Drop Form. Fees are not refunded after the 100% refund period.

For courses of three or more credits that begin after the first week of the quarter, the 100% deadline is extended to the business day following the first session of class.

For all courses that begin more than one week prior to the official start of the quarter, the refund percentage is calculated from the first day of class. In this situation, a student may be liable for paying prorated tuition if the courses are dropped prior to disbursement of financial aid.

Tuition Refunds

Tuition refunds generally are made within 14 days to the student or original payer of the tuition. When possible, the refund will be returned to a bank card used to pay the tuition, up to the amount originally charged.

Refunds for a student who drops below financial aid eligibility after aid has been released are subject to the terms and conditions of the student's financial aid, and may include a return of financial aid funds to the student's lender. In some cases, the amount of aid returned to the lender may exceed the tuition credit, causing a balance on account that the student must reimburse to the University.