

# ADMISSION

## Undergraduate Admission

Students may enroll either as a "degree seeking student" in a particular academic program (including undecided) or as a "non-degree seeking student". Prospective students should consult the staff of the Brandman campus they wish to attend for specific information regarding enrollment forms and formal application procedures.

### Degree Seeking Student Applicants

Students wishing to obtain a degree or certificate are required to make formal application and may apply for admission into a degree seeking program at any time. **It is important to note that "degree seeking students" must meet the degree requirements published in the catalog current at the time of their formal admission acceptance. Admission status is valid for one year from date of admission.**

Students must have completed 12 or more transferable baccalaureate level credits or the equivalent for admission to Brandman University. The 12 credits may consist of all or any combination of the following credit types: Brandman University coursework, transfer work, dual credit, Advanced Placement, International Baccalaureate, approved PLA (Prior Learning Assessment), CLEP (College Level Examination Program), and DANTES Subject Standardized Test (DSST) scores. For students pursuing the Associate of Arts degree, please see alternative admissions option in the Associate of Arts General Education catalog section under Arts and Sciences.

Prospective students must submit the following:

1. Completed application package. Applications are available online.
2. Official transcripts from ALL colleges and universities attended. Only credits from regionally accredited institutions may be accepted in transfer. Failure to report any previous academic work at another college or university may be considered a violation of academic integrity. Non-satisfactory performance, including but not limited to probation, suspension, or expulsion, as well as issues of academic integrity may nullify the applicant's eligibility to be admitted.
3. For those applying under an active military agreement with Brandman University, admissibility and minimum transfer credit awarded will be determined based on the Community College of the Air Force, SMART, AARTS or JST transcripts. If additional coursework from other institutions is submitted prior to admission this coursework will also be included in determining admissibility and transferability for course credit. After admission, any additional coursework previously taken must be submitted to the Division of Student Services within the first trimester after admission to be evaluated for transfer credit. If the additional coursework credit was included in the initial minimum transfer credit awarded, while such coursework may meet specific degree requirements, no duplication of credit will be awarded. For those applying under the AU-ABC agreement, transcripts from the Community College of the Air Force will be used to determine eligibility.

A minimum 2.0 cumulative GPA in all prior college-level coursework is required for formal admission into an undergraduate degree or certificate program. **The grade point average that determines admission is based solely on work at regionally accredited post-secondary institutions.** Official documents submitted for admission consideration

become property of the University and cannot be returned or copied for distribution.

### Academic Fresh Start

Academic Fresh Start is provided for undergraduate students who believe that their historical academic performance is not reflective of their current demonstrated ability to be successful. Undergraduate students applying for admission to Brandman University through Academic Fresh Start may elect to have all academic coursework, completed at any institution of higher education 10 or more years prior to the time of application, ignored for admission purposes. Once admitted under academic fresh start, the student may not receive course credit for any courses taken 10 or more years prior to admission to Brandman University. Ignored coursework cannot be used to satisfy prerequisite or degree requirements at Brandman University. Students seeking post baccalaureate admissions are not eligible for Academic Fresh Start.

Students applying for Academic Fresh Start must submit official transcripts from all colleges attended, including transcripts which include course work completed ten or more years ago. The Academic Fresh Start Acknowledgement Form must also be completed. Students choosing Academic Fresh Start must meet current admission requirements for course work taken within the past ten years. A minimum of 2.0 cumulative GPA in college-level coursework taken less than 10 years at time of application is required for formal admission into an undergraduate degree program.

Students admitted or readmitted under Academic Fresh Start may elect to use the provisions of this program only once at Brandman University and only at the point of admission or readmission to Brandman University. Academic Fresh Start status and policies are not petitionable and cannot be appealed. The decision is final and binding.

There may be implications for financial aid and veterans benefits for students admitted under Academic Fresh Start. Students should contact these offices for more information.

### Non-Degree Seeking Student Enrollees

Students wishing to take credit courses for personal enrichment, job improvement or prior to admission to a degree program may enroll and register as "non-degree seeking students", via Flex Reg in MyBrandman Self Service. Non-degree seeking students must meet all the prerequisites published in the catalog for enrollment in the individual courses. High school completion (diploma) or its equivalent is required for enrollment in individual courses. Bachelor degree completion is required for enrollment in any graduate level/credential course.

There is no limit on the number of credits that may be taken by a "non-degree seeking student". However, there is also no guarantee that such courses taken as a "non-degree seeking student" will be accepted toward meeting degree program requirements if the student formally applies for "degree seeking student" status at a later date. That student will then need to meet the degree requirements in the catalog current at the time of his or her formal admission acceptance into the degree program. Admission status is valid for one year from date of admission. If formally admitted to a degree program, an official evaluation will be completed to determine which program requirements have been met.

A "non-degree seeking student" is ineligible to receive most types of financial aid.

## Graduate Admission

While requirements vary in each of Brandman University's graduate programs, this section provides information concerning university-wide admission standards as well as general admission policies and procedures. **For specific program admission requirements, please refer to the appropriate program section.**

Applicants seeking admission to graduate programs must submit to the Office of Admissions the following:

1. Completed application package listing all institutions attended. Applications are available online. Failure to report any previous academic work at another college or university may be considered a violation of academic integrity.
2. Official transcripts from the regionally accredited Baccalaureate degree granting institution.
3. Transcripts from all regionally accredited institutions where post-baccalaureate coursework was completed or attempted.
4. Transcripts may be requested from all institutions attended upon request for specific degree programs.
5. Non-satisfactory performance, including but not limited to probation, suspension, or expulsion, as well as issues of academic integrity may nullify the applicant's eligibility to be admitted.
6. Any additional evidence of eligibility required by the graduate program.

Official documents (including Option 4 portfolios) submitted for admission consideration become property of the University and cannot be returned or copied for distribution.

### Requirements for Admission

Brandman University is a member of The Council for Adult and Experiential Learning (CAEL) which has published a fundamental standard regarding admission processes focusing on the Adult Learner: "The institution uses an inclusive, non-competitive admissions process to determine the best educational match for the adult learner."

The prospective graduate student in Brandman University must demonstrate his or her readiness to succeed in graduate-level academic coursework by satisfactorily fulfilling one of the following admission options. All graduate admissions options listed below require an earned baccalaureate degree from a regionally accredited institution. Specific program admission requirements must also be met.

#### Option One

A 3.0 grade point average (GPA) calculated over the most recent 30 graded semester (45 quarter) credits completed in either a baccalaureate or post baccalaureate program, including credits earned toward a credential. All credits used for GPA calculation must be from a regionally accredited institution.

#### Option Two

A GPA between 2.5 and 2.99 (MAE/MAT requires 2.75-2.99) calculated over the most recent graded 30 semester (45 quarter) credits completed in either a baccalaureate or post baccalaureate program, including credits earned toward a credential. All credits used for GPA calculation must be from a regionally accredited institution. In addition, a satisfactory score on an accepted graduate admissions exam such as the Graduate Record Exam (GRE), the Graduate Management Test (GMAT), The California Subject Examinations for Teachers (CSET) or the Miller Analogies Test (MAT). Consult program for acceptable admissions tests and scores.

#### Option Three

An earned master's degree or higher from a regionally accredited institution.

#### Option Four

Submission of a portfolio of evidence that shows adequate preparation for graduate studies. The portfolio will contain: writing samples that show graduate level communications and analytical skills; a detailed resume showing professional development and achievements; awards; professional recognition; letters of reference from persons who can attest to the applicant's ability to do graduate level work; and a letter of explanation detailing the reasons the student believes he or she is a good candidate for graduate study in the discipline requested. If the portfolio meets substantive approval of the committee, the applicant may be invited for an interview. The decision of the School Graduate Admissions Committee will be final.

### Conditional Admission

This admission status is available for applicants whose final completion of the baccalaureate degree or masters degree is pending at the time of application or their degree has been completed but not yet conferred.

**Applicants who have already completed 12 credits or more in a Brandman credential, graduate or doctoral program are not eligible for conditional admission.**

#### Specific Requirements for Conditional Admission are:

1. Have fulfilled all Brandman University graduate admission requirements and all specific program requirements for regular admission.
2. Certification by the degree-granting institution that the baccalaureate or masters degree can be completed at the conclusion of the trimester or session specified by the applicant.
3. The degree posting date must be prior to the beginning of the trimester or session for which the applicant has applied.
4. No more than twelve credits of graduate or doctoral coursework may be completed as a conditionally admitted student.

**A final graduate classification is determined upon completion of the baccalaureate or masters degree based on graduate admission policies.**

**Students who complete coursework but who do not complete the admission application process (or are denied and later achieve admission) will be permitted to use only 12 credits of completed coursework toward a degree program.**

**Applicants who can provide documentation from the degree granting institution verifying that the degree has been completed will be eligible for financial aid.**

### Non-degree Seeking Post Baccalaureate Students

Students who have not been granted regular admission status may be permitted to enroll and register as non-degree seeking post baccalaureate students via Flex Reg in MyBrandman Self Service. Non-degree seeking students must meet all of the prerequisites published in the catalog for enrollment in individual courses. Bachelor degree completion is required for enrollment in any graduate/credential level course.

See specific program for details. **However, no more than 12 credits of graduate coursework taken prior to achieving regular admission status may be applied toward a graduate degree at Brandman University.**