

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 learning opportunities the University provides.

Antioch requires several kinds of information from its applicants, depending on the program of application. 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 program offers. In addition, prospective students submit records of prior study, a writing sample, a résumé and/or one or more essays as well as a completed application for admission. When possible, candidates are interviewed by program faculty.

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 also is available online at www.antiochseattle.edu/admissions

Admission Decisions

The Dean of Academic Outreach and Enrollment Services makes all admission decisions in consultation with admissions counselors and program faculty. The dean'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 may register during the open registration period, following the week of priority 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. Documentation includes bank statements, retirement funds, loan documents, salary verification, etc. 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 English-speaking Canada are encouraged to apply early to allow time for receipt and review of these transcripts. See what follows for further information about international transfer credit.

Transfer credit

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 are applicable toward a baccalaureate degree.

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 University Seattle 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. If you are planning to transfer to Antioch and are not sure if your present institution has a special transfer agreement with Antioch University Seattle, contact Antioch's department of Admissions.

Prior experiential learning credit

In the B.A. in liberal studies program, Antioch may grant credits based on pre-enrollment experiential learning from work or life experience rather than from academic study or 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, the B.A. program admissions counselor 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 for which Antioch offers master's degrees, an undergraduate student also may qualify for a "ladder" program 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. Various "ladder" options are described at the end of the B.A. in Liberal Studies section of this catalog. Further information may be obtained through the B.A. completion program admissions counselor, from the directors or chairs of the participating graduate programs.

Transfer credit toward master's degrees

With approval from the program, students may transfer up 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 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 English-speaking 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 based on whether or not the applicant was in good standing at the time of withdrawal and on the applicant's reasons for re-applying. Contact the Admissions Office for a Readmission Application form.

Tuition & Fees 2010-11

Tuition and fees rates are in effect through spring quarter 2011. Antioch reserves the right to change these rates at any time without prior notice. Amounts shown are in U.S dollars.

Tuition is charged at a per-credit rate for all credits registered. In addition to tuition, most students are charged a quarterly student services fee and technology fee (described below). Some courses may require payment of a lab or materials fee.

B.A. Completion Program

B.A. in Liberal Studies

\$500 per credit

Prior Learning credits \$125/credit

Center for Creative Change

M.A. Communication

M.A. Environment and Community

M.S. Management and Leadership

M.A. Organizational Development

M.A. Whole Systems Design

CCC Graduate Certificate Programs

\$590 per credit

School of Education

B.A. in Liberal Studies with Teacher Preparation

\$490 per credit

M.A. Education

Graduate Teacher Preparation

Graduate Teacher Prep with M.A.

\$525 per credit

Pathway 3 Endorsements

Library Media

Special Education

Theater Arts

\$525 per credit

Pathway 2 Endorsements

Instructional Planning \$155/credit

Practicum.....\$250/credit

Culminating Project.....\$155/credit

School of Applied Psychology, Counseling and Family Therapy

M.A. Psychology

\$590 per credit

Psy.D. Clinical Psychology

\$710 per credit

Center for Teaching and Learning

Tuition for courses sponsored by the Center is charged at these rates:

400-level courses..... \$500/credit

600-level courses..... \$590/credit

700-level courses..... \$710/credit

Visiting Students

Tuition for visiting students is charged at the per credit rate of the program sponsoring 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. These fees are nonrefundable after the 100% tuition 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 Center for Teaching and Learning. The fee is not charged to Pathway 2 endorsement students.

Students enrolled part time

Undergraduate students - 1-5 credits

Graduate students - 1-3 credits.....\$65

Students enrolled more than part time

Students enrolled greater than part-time-

Undergraduate students - 6 + credits,

Graduate students - 4 + credits \$105

The **Technology Fee** provides increased technical staff support as well as a half-time faculty-at-large position for academic technology. The fee is not charged to Pathway 2 endorsement students

Technology Fee\$30

Other Fees and Deposits

Fees and deposits are not refundable except as noted.

Application Fee (on paper)\$50

Application Fee (online).....\$25

Application Fee/Endorsements.....\$50

Application Fee/Readmission\$25

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

Psy.D. program \$300

Art Studio Access Fees

Quarterly/Daily Drop-in\$75/\$5

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

Bike room key deposit (refundable)\$25

Course and Materials Fees vary**

Diploma Replacement.....\$35

Enrollment Maintenance Fee..... \$500

Late Payment Fee\$60

Late Registration Fee.....\$60/75/100

Liability Insurance Fee (per quarter).....\$20

Student Parking Permit

Evening/Weekend (per quarter)\$30

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

Registration Reinstatement Fee..... \$195

Returned Check Fee\$30

**Audit fees are waived for Antioch students enrolled at least half time, Antioch University Seattle graduates, degree committee members and Antioch University Seattle employees.*

Fees for a maximum of two courses audited will be waived per term. Course and materials fees are not waived.

***Fees for courses requiring payment of a course, materials or liability insurance fee are noted in Schedule of Classes and are refundable if the course is dropped during the 100% refund period.*

Antioch University Seattle Student Financial Policies

The Student Financial Policies are administered by the Student Accounts Office. Antioch reserves the right to amend its policies at any time without prior notice. For more information, stop by or contact this office at studentaccounts@antiochsea.edu or (206) 268-4009.

Policy Statement

When students register, Antioch reserves specific class space and commits resources to provide the instruction selected. Students agree to the terms of the Student Financial Policies and all other policies of the university, including the responsibility for paying tuition or for notifying the Registrar's Office if they decide to cancel enrollment.

The purpose of the Student Financial Policies is to inform students of their financial responsibilities while enrolled at Antioch and of actions the university may take when a student fails to comply with these policies. These policies are in effect summer 2010 through spring 2011.

Billing of Tuition

When a student registers online in myAntioch, estimated tuition and fee billing charges update immediately on the student's account. Students view their tuition and fee charges in myAntioch under Student Account Summary. After verification of the tuition and fee charges, the Student Accounts Office emails a courtesy reminder of the tuition payment deadline to the student's Antioch email account.

All charges on a student's account are subject to verification and may be adjusted in accordance with the applicable tuition and fee rates. If an adjustment is made to a student's account, the Student Accounts Office will send notification of the change to the student's Antioch email account.

Paying Tuition

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

Antioch offers several options for paying tuition. Students must complete one of the following payment options by the tuition payment deadline to avoid a late payment fee or possible cancellation of registration due to non-payment of tuition:

- 1) Pay tuition in full. Antioch accepts checks (e-checks through myAntioch), money orders, and American Express, Discover, MasterCard and VISA bank cards. All payments must be made in U.S. dollars.
- 2) Have evidence of a 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 a third-party 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 to pay tuition in three installments. The cost is \$35 per quarter. No interest is charged on the outstanding balance. Payments

are due on the first of each month (see schedule on next page). The plan is available only to matriculated students registered for credit.

Where to Pay Tuition

Payments may be made online through a student's account in myAntioch. In person or by mail, tuition payments and payment arrangements are made at the Student Accounts Office, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Bank card payments may be called in during business hours at 206-268-4009. 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 in the following table. Payment deadlines for students registered during the priority or open registration periods are shown in the following payment schedule. Payments may be made on the next business day without penalty if a payment deadline falls on a weekend or holiday.

Students who initiate registration after the published open registration period must pay a late registration fee and estimated tuition or have evidence of a certified financial aid package before clearance for registration will be granted.

	Payment-Deadline	Payment Plan Payment Schedule
Summer 2010	July 1, 2010	July 1, 2010 Aug. 1, 2010 Sept. 1, 2010
Fall 2010	Oct. 1, 2010	Oct. 1, 2010 Nov. 1, 2010 Dec. 1, 2010
Winter 2011	Jan. 1, 2011	Jan. 1, 2011 Feb. 1, 2011 March 1, 2011
Spring 2011	April 1, 2011	April 1, 2011 May 1, 2011 June 1, 2011

Late Payment Fee

A late payment fee will be assessed when an account is not paid in full and lacks an approved payment arrangement by the second Tuesday of the quarter. The fee is assessed monthly until the account is brought to-date or sent to collections. The fee is assessed when a payment plan payment is late or the amount paid is less than the minimum agreed payment amount. Accounts with balances of \$250 or less at the beginning of the quarter will not be charged a late fee until the first of the month following the start of the quarter. Accounts with past due balances of any amount are subject to fiscal holds and collection actions (see what follows).

Late Registration Fee

A \$60 late registration fee will be assessed when a student initiates registration after the open registration period. The fee plus estimated tuition must be paid before clearance to register will be granted, unless the student has a certified financial aid package on record that covers the estimated tuition. The fee is not charged to new or visiting students, or to students who register for Enrollment Maintenance or Leave of Absence by the end of the first week of the quarter.

Registration ends the first Friday of the quarter. If a student is permitted to initiate registration during week two or three of the quarter, a \$75 late registration fee will be assessed. After week three of the quarter, a \$100 late registration fee will be assessed.

A \$60 late registration fee will be assessed if a student is permitted to add a new course to an existing registration after the 16th calendar day of the term.

Registration Cancellation/ Reinstatement

Antioch reserves the right to cancel a student's registration for non-compliance with Student Financial Policies. A student 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 reinstatement fee. Reinstatement is for all courses previously registered, except those courses 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 will be required to pay tuition in full prior to registering in future terms.

Fiscal Holds

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 or e-check returned unpaid to the University is subject to a \$30 returned check fee. A \$60 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 within 120 days of a term’s original payment deadline if the account is not paid in full or, in special circumstances, when a minimum, previously agreed upon payment 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 received 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; however, refund checks are generally available for pickup on the first Friday of each quarter and at additional times announced by the Student Accounts Office. When possible, a refund will be returned to a bank card previously used to pay the tuition before

a check is issued for any remaining credit balance. A credit balance of less than five dollars will be credited to the student’s next term unless the student graduates or is no longer enrolled.

Quarter	Refund Pickup Date (subject to change)
Summer 2010	July 9
Fall 2010	Oct. 8
Winter 2011	Jan. 7
Spring 2011	April 8

Refunds are dependent upon completion of an aid package and the types and amounts of aid received. Stafford, Perkins and PLUS loans, and Supplemental Educational Opportunity Grants are generally credited to accounts at the beginning of each quarter. Students receiving a Pell or Washington State Need Grant may not receive a refund until those grants arrive (usually the third Friday of the quarter).

Students must show due diligence when setting up a financial aid package to avoid delays in disbursement of their aid to the university. Antioch can not honor requests for early disbursement of aid.

Tuition Credit for Dropped Courses

A tuition credit is calculated and applied to a student’s account using the following schedule when a student drops a course(s) within the first 40 calendar days of the quarter. The credit is calculated from the date the student submits the completed Drop Form to the Registrar’s Office. 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 quar-

ter, 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.

assessment of late payment fees when applicable. Please read the Tuition & Fees Appeal Form for complete details.

Tuition Credit Schedule

Days into Quarter	% Tuition Credit
Days 1-9	100
Days 10-16	80
Days 17-23	70
Days 24-30	60
Days 31-37	50
Days 38-40	40

Tuition Refunds

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

Refunds for students who drop below financial aid eligibility after aid has been released are subject to the terms and conditions of the student's financial aid, which 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 pay to the University.

Appeals of Tuition & Fees

An appeal for credit of tuition or fees will be considered for circumstances beyond a student's control when the student submits appropriate documentation in accordance with the Tuition & Fees Appeal Form within 15 days of the end of the term. Filing an appeal does not exempt a student from payment of tuition or the