

**University of Redlands**  
Catalog Addendum – April 2023

**Admissions** ..... 2

**College of Arts and Sciences**..... 2

        College of Arts and Sciences Undergraduate Admissions ..... 2

        College of Arts and Sciences Graduate Program Admissions ..... 4

**Graduate School of Theology** ..... 6

        Master’s Degrees..... 6

        Doctoral Degree ..... 6

**School of Business & Society Admissions** ..... 8

        Undergraduate Admission ..... 8

        Graduate Admission ..... 8

**School of Education Admissions** ..... 9

        Preliminary Teacher Credential..... 9

        Undergraduate Students..... 10

        Master of Arts Degrees Admissions Requirements..... 11

        Doctorate in Leadership for Educational Justice (Ed.D.) ..... 11

**Satisfactory Academic Progress** ..... 12

**Return of Title IV Funds (R2T4)** ..... 15

    Official Withdrawal or Leave of Absence ..... 17

## Admissions

### College of Arts and Sciences

#### *College of Arts and Sciences Undergraduate Admissions*

The University believes that the best education takes place in a challenging and humanizing environment, one that fosters intellectual growth and personal development. We want students who possess high levels of motivation, involvement, commitment, and accomplishment.

The institution admits as regular students only persons who—

- Have a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and/or
- Are beyond the age of compulsory school attendance in the State in which the institution is physically located

#### Selection Criteria

Candidates who apply to the University of Redlands will be evaluated individually by admissions officers or the Faculty Admissions Review Committee. The following factors are considered:

1. **Academic record.** We are interested in the student who has performed well in a demanding curriculum. The quality of academic achievement (as demonstrated by high school grade point average) during the sophomore through senior years for first-year students and in college-level work for transfers is the single most important factor in our decision-making process. Preferential consideration will be given to first-year students and transfers whose school records reflect a B average or better in academic areas.
2. **Preparation.** We recommend that applicants complete at least 16 credits in solid academic areas during high school, although the cumulative grade point average (GPA) is based on grades 10 through 12. No single academic schedule is required, but a college preparatory program is strongly recommended. This includes four years of English, three years of mathematics up to and including Algebra II, and two or three years each of foreign language, laboratory sciences, and social studies.
3. **Standardized testing.** We require either the SAT or ACT for all first-year applicants. SAT subject tests are not required. Test results should reflect the ability necessary to succeed in an academically demanding environment. We do not require the optional essay section of the SAT or the optional writing section of the ACT.
4. **Application.** When considering a student's extracurricular activities and personal accomplishments, we look for quality and depth rather than quantity—factors that will enrich the campus community and increase the student's sense of participation. When reading a student's personal essay, we focus on both content and style.
5. **Interview.** A personal interview, although not required, is strongly recommended.

#### Application

##### Common Application

The University of Redlands is one of more than 600 colleges that accepts the Common Application and is an exclusive user. It is available online at [www.commonapp.org](http://www.commonapp.org). The application should be submitted along with the application fee, personal essay, and responses to the University of Redlands specific questions. Letters of recommendation, school report, transcripts, and other supplemental information may be uploaded with the Common Application or sent directly to the Office of Admissions.

##### First-Year Student Application Procedure

An application for admission will be evaluated only after the Office of Admissions has received the following:

1. A completed and signed application with the appropriate application fee. The University of Redlands is an exclusive user of the Common Application and students can apply for admission at [www.commonapp.org](http://www.commonapp.org). The application fee is \$30.00, but a fee waiver may be requested if there is financial hardship.
2. Results of either the SAT and/or ACT. Applications and scheduled dates for these examinations can be obtained at secondary schools. The SAT code number for the University of Redlands is 4848 and the ACT code is 0464.
3. An official transcript. Applicant must send an official high school transcript directly to the University of Redlands Office of Admissions. Final transcripts are required of all enrolled students. Final high school transcripts must be official and will be validated when processing. If admission standards are not met or transcript appears to

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

not be valid, we review and reserve the right to rescind admission.

4. Two letters of recommendation. One should come from an administrative official (counselor, director of guidance, dean, vice principal, or principal) and the other from a teacher of an academic subject at the last school attended. If the applicant has been out of school for more than three years, the reference forms may be written by two people (except relatives) qualified to provide an evaluation of personal qualities and academic abilities.

### Transfer Application Procedure

Because of the valuable contributions that students from varied educational experiences and backgrounds make to the University, Redlands welcomes applications from transfer students.

To be considered for admission, a transfer applicant must have graduated from secondary school or the equivalent and must have completed at least 24 semester credits of transferable college-level work. Transfer students should have a record showing that the majority of this coursework has been in academic courses and have two solid semesters of full-time work with no less than a 2.0 in any one course at the time of applying. We also recommend that, in the absence of other strongly supportive academic evidence, a student possess a minimum GPA of 2.8. If fewer than 24 credits have been completed, an applicant will be reviewed according to first-year student procedures. The University will accept up to 66 credits from a community college transfer and 96 credits from a four-year college transfer, but the last 32 credits prior to graduation must be completed at the University of Redlands.

An application for admission will be evaluated only after the Office of Admissions has received the following:

1. A completed and signed application with the appropriate application fee. The University of Redlands is an exclusive user of the Common Application and students can apply for admission at [www.commonapp.org](http://www.commonapp.org). The application fee is \$30.00 but a fee waiver may be requested if there is financial hardship.
2. Official transcripts of record from the last high school and each college attended. (No portion of a college record may be omitted in consideration of eligibility for admission.) Transcripts must come directly from the high school and each college attended. Final transcripts are required of all enrolled students. Final transcripts must be official and will be validated when processing. If admission standards are not met or transcript appears to not be valid, we review and reserve the right to rescind admission.
3. Letter of recommendation. This should come from an academic instructor.

### Admissions Options and Action

#### Fall Semester Admission

First-year students applying for the fall semester may submit an application either for early action or regular action. See deadline dates below. The early action deadline is non-binding. Applications for the fall semester are available one year prior to the desired enrollment.

Transfer admission is done on a rolling basis with a priority deadline of March 1.

#### Spring Semester Admission

**Application deadline.** Spring matriculants must have a completed application on file by November 1. The application will be processed when the file is complete on a policy of "rolling admissions." As most mid-year entrants are transfers, they are advised to request all official transcripts well ahead of the November 1 deadline.

#### Johnston Center Admission

Students applying to the Johnston Center for Integrative Studies are expected to meet the same requirements for admission as the regular undergraduate applicant. In addition, students must complete the Johnston Center Supplement.

#### Deferred Admission

A student who is offered admission may wish to enroll for a later semester than the one indicated on the letter of admission. To defer admission, a request in writing must be submitted to the Office of Admissions along with your \$350 non-refundable tuition deposit. Students approved to defer must not enroll full time at another institution. Deferred students who wish to take a course at another institution must receive prior approval by the Office of Admissions. A deferred file will be kept active for two semesters. After that time, the candidate must submit a complete readmission application.

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

### Guest Students

A student who is a degree candidate at another institution may attend the University of Redlands as a guest student on a full- or part-time basis. A simplified admission procedure is provided for such students. Inquiries should be addressed to the Study Abroad Office. It is the guest student's responsibility to check whether credits taken at Redlands may be transferred to the degree-granting institution. University of Redlands scholarship aid is not available to guest students.

### Part-time Students

Students who are not pursuing a degree may take up to 8 credits per semester. Degree candidacy on a part-time basis is limited to students of non-traditional college age who hold permanent employment or have family obligations. Admissions must approve such candidacy. No more than 16 credits of non-degree, part-time coursework may be applied to candidacy.

### Appeal Procedure

Students seeking to appeal an admission decision can write to the Faculty Admissions Review Committee through the Office of Admissions. Additional documentation in support of the appeal must be provided.

### Tuition Deposit Deadlines

Applicants who are offered admission and decide to enroll must submit a \$350 non-refundable tuition deposit to guarantee a place in the class. The deposit, which will be applied toward tuition and fees, must be submitted prior to the published deadlines. For the Fall semester, the tuition deposit deadline is May 1 (National Candidate Reply Date) for first-year students and June 1 for transfer students.

### Other Dates and Deadlines

November 1	Application deadline for the Spring semester.
November 15	Early Action deadline for the Fall semester for freshmen applicants.
January 15	Regular decision deadline for the Fall semester for freshmen applicants. Students seeking "need-based" financial assistance should apply by this date.
March 1	Priority transfer deadline for the Fall semester.
May 1	National candidate's reply date for freshmen applicants. \$350 non-refundable tuition deposit due. International students should submit the \$350 deposit in the form of a bank draft in U.S. dollars, or with an American Express, Visa, Mastercard, or Discover credit card.
June 1	Transfer student reply date. \$350 nonrefundable tuition deposit due.

### *College of Arts and Sciences Graduate Program Admissions*

The College of Arts and Sciences offers master's degrees in communication sciences and disorders, music, and geographic information systems. Please refer to the appropriate department sections in this Catalog for more information.

## Communication Sciences and Disorders

### Admission

Application for the Master of Science in Speech-Language Pathology (i.e. Masters-SLP) is through the Communication Sciences and Disorders Centralized Application System (CSDCAS) application service. The application deadline for fall admission is January 15.

## Music

School of Performing Arts: Conservatory of Music

### Admission

Applications for graduate study are available from the School of Performing Arts Admissions Office, Conservatory of Music, P.O. Box 3080, University of Redlands, Redlands, CA 92373-0999; telephone (909) 748-8014. Applicants should have a grade point average of at least 2.75 on a 4.0 scale from an accredited undergraduate program and must have a bachelor's degree or equivalent in music.

The deadline for submission of applications is four weeks prior to the beginning of each term, with the exception of the MM

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

in Vocal Chamber Music which has a December 1 deadline. Applicants are encouraged to submit their documentation well in advance of the intended semester of matriculation.

Only completed applications will be considered. A completed application must include the following:

1. A University of Redlands Application for Admission to Graduate Study in Music;
2. The \$40 non-refundable application fee;
3. Two recommendations from professionals qualified to assess the applicant's potential for success in the intended major;
4. Official transcripts from each college or university previously attended; Note: Transcripts from foreign colleges and universities must be evaluated by the Credential Evaluation Service of the International Education Research Foundation, Inc. and sent directly to the School of Music.
5. A TOEFL score of 550 (or 213 for the computer-based test or 80 for the Internet-based test) or higher is required for international students whose primary language is not English;
6. An admission audition for those intending to major in performance (applicants living within 200 miles of Redlands are expected to audition in person; others may submit tapes); and
7. Copies of representative original scores for those intending to major in composition.

### Auditions

Admission auditions may be performed by appointment at the University of Redlands (on special days set aside for admission auditions) or through submission of a high-quality recording. Auditions should last no more than twenty minutes. While no specific repertory is required for instrumentalists, selections should demonstrate the applicant's full range of musical and technical ability and works from two or three different historical periods or of differing type are suggested. Voice applicants must present at least four arias or songs—one each in English, French, German, and Italian.

Conducting applicants must meet all of the current requirements for admission to the graduate program and have significant conducting experience. Submit a thirty-minute video of rehearsal and performance, repertoire list and current curriculum vitae and have an interview (live interview preferred). (To schedule an audition, contact the Director of Music Admissions. Audition recordings also should be sent to the Director of Music Admissions.)

### Acceptance

The Director of the Conservatory of Music sends notification of acceptance into the master's program.

## ***Master of Science in Geographic Information Systems (GIS)***

The Master of Science in Geographic Information Systems (GIS) degree is designed for professionals and recent university graduates seeking to enhance their knowledge of the analysis, management, and communication of geographic information. It combines the development of strong technical skills and in-depth understanding of geographic information science and theory.

Program Learning Outcomes may be found at [www.redlands.edu/ms-gis-learning-outcomes/](http://www.redlands.edu/ms-gis-learning-outcomes/).

### Entrance Requirements

Minimum requirements for entrance include:

- A bachelor's degree or equivalent in any field.
- Two letters of recommendation confirming the applicant's potential for success in the program.
- Competence in speaking and writing English. Students for whom English is a second language must demonstrate competence by submitting a Test of English as a Foreign Language (TOEFL) score above 550 written (210 computer-based; Internet-based minimum of 80 with no section score lower than 18). Alternative internationally recognized tests such as International English Language Testing System (IELTS) overall score at band 6.5 or above may be considered equivalent.
- Analytical and technical aptitude demonstrated through appropriate coursework, professional experience, Graduate Record Examination (GRE) or similar test scores, or letters of recommendation.

## Graduate School of Theology

### Admissions

SFTS offers Master's and Doctoral degrees, along with diplomas and certificates. Admissions requirements differ by program.

#### *Master's Degrees*

##### Master of Divinity (M.Div.)

Admissions requirements for the M.Div. include submitting a completed application and payment of the non-refundable application fee, five personal statements of approximately 300 to 500 words each, two academic or professional references, one pastoral reference to whom the applicant is not related (pastor, elder, deacon), one reference of your choosing who is familiar with your professional practice or religious life, official transcripts of all post-secondary schoolwork (an in-process transcript showing work to date is acceptable for students without undergraduate degrees), a criminal background check through [castlebranch.com](http://castlebranch.com), and a Self-Disclosure Form. For applicants whose first language is not English, a minimum TOEFL score of 550 on the paper test (or 213 on computer-based test, or 80 on the internet-based test) is required. For IELTS, a minimum score of 6.5 is required.

##### Special M.Div. Track

Candidates for ordination who already hold a master's degree in religious education or theological studies and who also have a minimum of three years' experience in church work may earn the MDiv degree in a special 24-semester-credit program. Such students should have completed the equivalent of the first two years of the MDiv program in their MA course work: that is, at least 48 semester credits, of which 15 should be in biblical studies, 15 in historical and systematic disciplines, and 18 in social and behavioral disciplines and ministry.

The remainder of the degree requirements can be completed in two summer terms in the Advanced Pastoral Studies program on the SFTS campus, plus study undertaken in the intervening year in conjunction with the student's work in ministry. Alternatively, the degree can be completed in one academic year of full-time study in residence in San Anselmo or in a combination of APS summer term and regular MDiv courses. Candidates on the special MDiv track are not eligible for institutional tuition grants.

Eligibility for the special MDiv program is determined on the basis of evaluation of the MA transcripts. Applicants are encouraged to submit their transcripts for evaluation before undertaking the application process, which is the same as for the regular MDiv.

##### Master of Arts in Theological Studies (M.A.T.S.)

Admissions requirements for the M.A.T.S. include submitting a completed application and payment of the non-refundable application fee, five personal statements of approximately 300 to 500 words each, two academic references and one reference of your choosing who is familiar with your professional practice or religious life, official transcripts of all post-secondary schoolwork (an in-process transcript showing work to date is acceptable for students without undergraduate degrees), a criminal background check through [castlebranch.com](http://castlebranch.com), and a Self-Disclosure Form. For applicants whose first language is not English, the MDiv requirement noted above applies.

For the M.Div. and M.A.T.S., the priority deadline for applications is March 1, otherwise the general deadline for Fall admission is May 1. Applications received after May 1 will be considered at the admission's committee's discretion on a space-available basis. The Priority Deadline for Spring admission to the M.A.T.S. program is October 15, and the general deadline is December 1. For additional information regarding admissions and applications, please refer to the M.Div./M.A.T.S. Student Handbook.

#### *Doctoral Degree*

##### Doctor of Ministry (D.Min.)

Several prerequisites are required for admission into the D.Min. program. These include holding a Master of Divinity degree

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

or equivalent, being ordained or its equivalent, and three years' professional experience in ministry, a complete application, payment of the non-refundable application fee, two personal statements of approximately 250-300 words each, and a scholarly writing sample. In addition, one academic reference, one clergy/representative of your religious tradition, and one professional reference is required. English as a Second Language applicants must have a TOEFL score of at least 550 (paper test) or 80 (internet-based test). For IELTS, a minimum score of 6.5 is required.

In addition to the general D.Min. requirements, applicants to the Pastor as Spiritual Leader, Pastoral Care and Counseling, and Chaplaincy/Spiritual Care Research Literacy concentrations may need to provide additional narrative materials as appropriate. For more information about the D.Min concentrations, go to [www.redlands.edu/dmin](http://www.redlands.edu/dmin) or email [Marin-APS@redlands.edu](mailto:Marin-APS@redlands.edu) or refer to the DMin Student Handbook.

Application deadlines vary by term. For further information about application deadlines, admissions requirements or application status, please refer to [www.redlands.edu/admissions-and-aid/graduate-and-continuing-education/graduate-school-of-theology/requirements-and-deadlines/](http://www.redlands.edu/admissions-and-aid/graduate-and-continuing-education/graduate-school-of-theology/requirements-and-deadlines/).

Further information about the Office of Admissions, including deadlines, can be found at <https://www.redlands.edu/gst-admissions/>. Prospective students will receive information about program offerings, curriculum, admissions requirements, cost, and financial aid where applicable. Admissions counselors are available for assistance during the admissions process.

### International Students

San Francisco Theological Seminary is proud to welcome students from around the world into our various programs. If you are applying to SFTS from outside the United States, our admissions office and student services team are prepared to help you have a successful and enriching educational experience at SFTS. Transcripts from outside the US will need to be evaluated by foreign credentials evaluation service organizations, IERF or WES, to determine educational equivalency.

### TOEFL Exam

If you wish to apply to one of our master's or doctoral programs and your undergraduate education was not in English, we require that you take the TOEFL and send your score to SFTS. Our institutional code number is 4685. To be considered for admission, you must earn a minimum score of 550 on paper-based test (213 on the computer-based, or 80 internet-based) on the TOEFL.

If you graduated from an institution of collegiate standing outside the United States in which a bachelor's degree is not granted, you may be admitted if you present satisfactory evidence of having completed work comparable to that required for a bachelor's degree in American colleges and universities.

### Transfer of Credit

GST/SFTS welcomes transfer students. Generally, two full academic years in residence are required for completing the MDiv degree at GST/SFTS, or one year for the MATS. Thus, a maximum of 24 semester credits normally may be transferred for credit from an incomplete MDiv or theological studies program at another accredited institution. Under special circumstances and with approval of the Dean, more credit may be transferred if GST/SFTS distribution requirements for the MDiv have been met through equivalent courses elsewhere. A maximum of six credits may be transferred from other master's level programs, provided the subject matter of the courses is relevant to the MDiv degree and the credits have not been applied to fulfill the requirements for another degree. Credits earned more than 10 years before matriculation or re-entry into the MDiv program are generally not accepted.

Any newly admitted student wishing to transfer coursework completed at another institution prior to enrolling at GST/SFTS must present an official transcript to the Office of Admissions prior to matriculating at GST/SFTS. Otherwise, such courses may not be applied toward a GST/SFTS degree. The courses to be transferred must be academic courses in theology or closely related fields. The student must supply documentation about course requirements (e.g., course descriptions and/or syllabi). Academic courses should have a substantial reading list, and substantial written assignments and/or examinations. An evaluation by the Dean determines whether coursework at another institution corresponds with the requirements of an equivalent GST/SFTS course, and whether the coursework fulfills the specific requirements of the curriculum. The Dean may request additional information (syllabus or written work) to verify eligibility for transfer.

Current GST/SFTS students who wish to take one or more courses at another institution and transfer the course credits

toward their GST/SFTS degree must seek permission from the Dean in writing prior to taking the course(s). An evaluation of previous academic work by the Dean's Office determines advanced placement and exemption from core and distribution requirements. For veterans and persons eligible for VA benefits, the Dean is responsible for conducting this evaluation in order to grant appropriate credit and shorten the duration of the degree program proportionately. The Dean will notify the student and the Registrar accordingly.

## **School of Business & Society Admissions**

### *Undergraduate Admission*

The School of Business & Society offers a Bachelor of Science in Business and a Bachelor of Science in Management.

All applicants must complete a formal application and include:

- Official transcripts from every college or university attended (in any country) since high school must be submitted. Only transcripts sent to the Registrar's Office or to Graduate and Professional Enrollment from the registrar of each institution attended will be accepted as official. No portion of a college record may be omitted from consideration of eligibility for transfer. Applicants must have all international coursework evaluated by International Education Research Foundation (IERF) and must request an official "detail report."
- Forty semester credits of accepted transfer and assessment credit are required for admission. Courses taken in the University of Redlands School of Business & Society core program cannot be applied to the 40-credit minimum.
- A minimum grade point average of 2.00 (C) on a 4.0 scale is required in all college courses acceptable to the University of Redlands.

### *Graduate Admission*

The School of Business & Society offers master's degrees in business administration, organizational leadership and business analytics.

The School of Business & Society perceives the educational process holistically, recognizing that individuals from a variety of backgrounds and experiences can benefit from a graduate business education. Students entering graduate study must demonstrate both the motivation and the capability to manage effectively.

A complete application will include:

- A completed application form, including essays
- Official transcripts reflecting undergraduate degree from a regionally accredited institution. Only transcripts sent to the Registrar's Office or to Graduate and Professional Enrollment from the registrar of each institution attended will be accepted as official. Applicants must have all international coursework evaluated by International Education Research Foundation (IERF) and must request an official "detail report."
- Current resume
- Other information may be supplied to support an application, such as GMAT or other test scores, life and work experiences, interviews, and letters of recommendation. Students who have recently completed an undergraduate degree in business or related field within the last seven (7) years with a reasonable cumulative GPA may be permitted to be admitted into the MBA program and enrolled in either the twenty-four month or eighteen-month curricular track.

### **International Applicants Supplemental Documentation**

International applicants are required to submit all documentation and information necessary to adequately assess their eligibility to be admitted to School of Business & Society academic programs and the I-20 issuing process, including but not limited to:

- Official transcript reflecting an undergraduate degree from a regionally accredited institution. Only transcripts sent to the Registrar's Office or to Graduate and Professional Enrollment from the registrar of each institution attended will be accepted. Applicants must have international coursework evaluated by International Research Foundation (IERF) and must request a "detailed report".
- Certificate of finances, which is required by the federal government to ensure international applicants have sufficient resources to pay for school expenses.
- Scan of passport.



## 2022-2023 Academic Catalog - Catalog Addendum April 2203

- International supplemental information requested on the online application.
- TOEFL requirement
  - Undergraduate International applicants whose primary language is not English must present a TOEFL score of 500 (or 173 for the computer-based test or 61 for the Internet-based test) or higher.
  - Graduate International students whose primary language is not English must present a TOEFL score of 550 (or 213 for the computer-based test or 80 for the Internet-based test) or higher.

### Appeal Procedure to the Admissions Review Committee

The School of Business & Society recognizes that college work previously undertaken by adults in their earlier years may not reflect current abilities. To allow for a measure of flexibility, the School of Business & Society has formed the Admissions Review Committee to consider petitions from students who do not meet admissions requirements, but believe they have compelling reasons for being granted an exception. Petitions are to be addressed to Graduate and Professional Enrollment.

After reviewing each petition, the Admissions Review Committee will make one of three recommendations:

- 1) The student will be admitted without further qualification;
- 2) The student will be admitted on provisional status for the first four courses (This status requires that the student earn a cumulative GPA of 3.00 or better in the first four courses. After this requirement is met, the student is transferred automatically to regular admission status.);
- 3) The student will be denied admission.

The decision of the Admissions Review Committee is final.

## School of Education Admissions

The School of Education Admissions Office encourages all interested individuals to visit the campus either informally or by appointment. To schedule an appointment, please call (909) 748-8064 or visit web site at [www.redlands.edu](http://www.redlands.edu) for School of Education admissions information. Prospective applicants receive information describing the school's degree and credential programs, course curriculum, admissions requirements, cost, and financial aid. Potential students will work with an enrollment counselor to identify a program that is best suited for his/her educational needs. University of Redlands School of Education has an appeals policy and procedure for admission decision. For more details, contact your admission counselor.

### Admission Status

Official admission status must be attained before continuing into the second course or term. Students may be permitted provisional admission (with approval from the Departmental Admissions Committee).

### Provisional Admission

Applicants who do not meet the 2.75/3.0 GPA requirement may petition to be provisionally admitted with the approval of the Departmental Admissions Committee. If approved the student is considered fully admitted but with provisions.

Provisionally admitted students are eligible for financial aid. These students attend the first semester of the program and academic progress is monitored carefully. If the student earns at least a 3.0 in each of his or her courses during the first semester, the provisions are lifted. Students who do not meet the academic requirements during the first term will be academically dismissed from the program.

### Matriculation

Students will be matriculated when the Registration and Tuition agreement has been signed.

### Appeal Decision

Students seeking to appeal an admission decision can contact the Office of Graduate and Professional Enrollment. Additional documentation in support of the appeal must be provided.

### *Preliminary Teacher Credential*

The School of Education offers the Multiple Subject, Single Subject, and Education Specialist Teacher Credential Programs. The programs are accredited by the California Commission on Teacher Credentialing. The teacher credential programs are

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

designed for individuals who have earned their baccalaureate degrees. For undergraduate credential programs, see the Education segment in the College of Arts and Sciences section of this Catalog.

Credential courses are offered during evening hours to accommodate working adults. The MALT program's early fieldwork experience will require a minimum 5 to 10 hours per course. The EDSP program's early fieldwork experience hours will consist of 200 hours. Student teaching is a 14-week, full time work commitment that occurs at the end of the program.

### *Undergraduate Students*

Students from the College of Arts and Sciences interested in earning a teaching credential must apply to the School of Education. Undergraduate students can enroll in both Child Development (EDUG 331) and Foundations of Learning (EDUG 401) before the School of Education admission process. Students need to contact an admissions counselor to discuss the best credential program pathway.

### Admission Requirements for Preliminary Teacher Credential

- Completed application
- Meet basic skills requirement.
- Official transcript with evidence of an undergraduate degree from a regionally-accredited institution with a 2.75 or higher GPA sent directly to the School of Education
  - Students who do not have the minimum GPA must submit a GPA petition to the School of Education along with 2 additional letters of reference from different academicians/professionals.
- Completion of Child Development course or equivalent
- Evidence of 50 hours of observation or work with children in a public-school setting
- Proof of Certificate of Clearance (livescan)
- Evidence of subject matter competency by passing state CSET examination(s) or completion of state-approved waiver program—may show evidence of registering for examination(s) for application purposes, but will need to pass examination(s) by the designated student teaching application deadlines in order to student teach
- Two letters of recommendation from academicians or professionals who know the applicant's capacity for academic work
- Evidence of negative TB test results, within the last two years
- Admission decisions are made by the Departmental Admissions Committee

### Subject Matter Competency

All teacher credential candidates must demonstrate competency in their specific subject matter area. In the State of California, this requirement can be met by successful completion of one of the alternatives that follow.

Multiple Subject candidates must

- Pass state-approved examinations in Multiple Subject (CSET)
- -or- Complete a state-approved, multiple subject waiver program

Single Subject candidates must either

- Pass state-approved examinations in their specific subject matter area (CSET)
- -or- Complete a state-approved, single-subject waiver program.

Education Specialist candidates must either

- Pass state-approved examinations in Multiple Subject CSET subtest,
- -or- Complete a state-approved, multiple subject waiver program,
- -or- Pass state-approved examinations (CSET) in a core academic subject,
- -or- Complete a state-approved, single-subject waiver program in a core academic subject.
  - CTC's language on "core academic subject"

Before teacher credential candidates are allowed to student teach, competency in related subject matter content areas must be evidenced by either passing the CSET or by having completed at least four-fifths of an approved subject matter competency program. A student who successfully completes a waiver program does not need to pass the state-approved subject competency examinations. Subject matter competency must be met prior to the designated student teaching

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

application deadlines in order to student teach.

### *Master of Arts Degrees Admissions Requirements*

The following is required of all applicants to School of Education master's degree programs. Specific programs may have additional requirements.

- Completed application
- Official transcript with evidence of an undergraduate degree from a regionally-accredited institution with a 3.0 or higher GPA sent directly to the School of Education (requirement is 2.75 GPA for the MA in Education: Learning and Teaching)
  - Students who do not have the minimum GPA must submit a GPA petition to the School of Education along with 2 additional letters of reference from different academicians/professionals.
- Personal statement of 500 words describing personal experience and interests in relationship to the degree program (requirement is an EQUITY statement for the MA in Education: Learning and Teaching)
- Two recommendations from professionals who know the applicant's capacity for academic work
- GRE scores (optional)
- Certification of Clearance required for candidates in Educational Administration and School Counseling
- Admission decisions are made by the Departmental Admissions Committee

#### For Credential Applicants only:

- California teaching or basic services credential required for Preliminary Administrative Services Credential (PASC) program and the PASC is required for the Clear Administrative Services Credential (CASC) program
- If credential applicant has pursued post-baccalaureate study:
  - Official transcripts from regionally-accredited institutions reflecting all post-baccalaureate study in education (e.g., teaching credential, services credential, master's degree in an education field, etc.)
  - Evidence of a 3.0 or higher GPA from most recently completed post-baccalaureate program of study
- Proof of Certificate of Clearance
- [Meet the Basic Skills Requirement](#)
- Proof of administrative position for Intern (Preliminary Administrative Internship) and CASC candidates

#### For Preliminary Administrative Services Credential Applicants only:

In addition to the admissions requirements for School of Education master's and credential programs, applicants to the Educational Administration program must possess a clear/life teaching or student services credential and have completed at least three years of full-time teaching or professional service (related to their credential) before beginning the program.

### *Doctorate in Leadership for Educational Justice (Ed.D.)*

Admission requirements:

- Completed application
- Official transcript with evidence of a master's degree from a regionally accredited institution with a 3.0 or higher GPA sent directly to the School of Education
  - Students who do not have the minimum GPA must submit a GPA petition to the School of Education along with 2 additional letters of reference from different professionals.
- Writing requirement consisting of two parts:
  - 1) A sample of professional writing (e.g., masters project or thesis, essay, major course paper, policy analysis, curriculum guide, book). There is no minimum or maximum length.
  - 2) A personal statement addressing the following:
    - How does your experience and education prepare you for doctoral work in educational justice?
    - How do you plan to use the knowledge, skills, and dispositions obtained from your doctoral studies to address leadership issues related to educational justice?
- Two (2) letters of recommendation from professionals who know the applicant's capacity for academic work
- Interview with program faculty

The admission decision will be based on a holistic review of evidence of the quality of graduate-level work, the professional writing sample, the essay of 1,000-1,500 words addressing the writing prompts listed previously, and the two letters of recommendation from professionals who know the applicant's work. A panel of School of Education faculty will review the

materials submitted by the applicant. Following an interview, the committee will render an admission decision.

### International Applicants (all programs)

**Requirements:** Anyone who is not a citizen of the U.S. or who does not have a U.S. Permanent Resident Visa must apply using the established application process for international students. This process typically includes the regular application process, as well as some additional documents.

- Applicants whose primary language is not English are required to show proof of language proficiency by providing a score on one of the following three tests that meets or exceeds the indicated required minimum on that test for the particular program to which applicant is being made:
  - Test of English as a Foreign Language (TOEFL):
    - Applicants to the Ed.D., Masters of Education, Masters of Clinical Mental Health Counseling and all credential programs: A TOEFL score of 550 (or 213 for the computer-based test or 80 for the Internet-based test) or higher;
    - Applicants to the Masters in Counseling and Psychotherapy program: A TOEFL score of 550 (or 213 for the computer-based test or 80 for the Internet-based test) or higher;
  - International English Language Testing System (IELTS):
    - Applicants to the Ed.D., Masters of Education, Masters of Clinical Mental Health Counseling and all credential programs: IELTS scores of 6.5 or higher;
    - Applicants to the Masters in Counseling and Psychotherapy program: IELTS scores of 6.5 or higher;
  - Duolingo English Test:
    - Applicants to the Ed.D., Masters of Education, Masters of Clinical Mental Health Counseling and all credential programs: Duolingo English Test scores of 105 or higher;
    - Applicants to the Masters in Counseling and Psychotherapy program: Duolingo English Test scores of 95 or higher;
- Applicants who have completed an undergraduate degree(s) abroad are required to submit transcripts to one of the evaluation services listed below for official evaluation.
  - International Education Research Foundation (IERF) [detailed report]
  - World Education Services: International Credential Evaluation (WES) [must include course-by-course evaluation]
- Applicants are also required to submit additional documentation and information to assist us in the I-20 issuing process:
  - Certificate of finances, which is required by the federal government to ensure international applicants have sufficient resources to pay for school expenses
  - Scan of passport
  - International supplemental information asked on the online application

## Satisfactory Academic Progress

All students enrolled in degree programs at University of Redlands must make the Satisfactory Academic Progress (SAP) according to policies set forth by the University of Redlands and the Federal government to receive financial aid. University of Redlands defines SAP on the basis of the number of credits and approved degree requirements satisfactorily completed as well as the student's cumulative grade point average (GPA). To receive financial aid at the University of Redlands and maintain satisfactory academic progress, students must meet the following minimum standards when progress is checked after each term.

### Applicability

The policies outlined in this section apply to all students in receipt of Title IV and non-Title IV financial aid at the University. Any reference to "student(s)" in this policy indicates a financial aid recipient. These policies are as strict as, and in some aspects stricter, than the Academic Progress Standards that govern students who are not receiving financial aid.

SAP standards in the following subsections may vary across different categories of students due to federal and state regulations as well as academic requirements in each academic area. The student attributes that determine the categories

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

to which various SAP standards apply are as follows:

- Enrollment Status – full-time or part-time
- Academic Level – graduate or undergraduate
- School/College – College of Arts and Sciences (CAS), School of Business (SB), School of Education (SE), Graduate School of Theology (GST)
- Other – Johnston Center, Teacher Preparation Program

A student category is comprised of a combination of these attributes (e.g. full-time, undergraduate student in the School of Business)

The required pace of completion (quantitative measure) and cumulative GPA (qualitative measure) measures for each student population is defined as follows:

School/Academic Level	Pace	Minimum Cumulative GPA
College of Arts and Sciences – Undergraduate	12 credits per semester*	2.0**
College of Arts and Sciences – Graduate	67% completion	3.0
School of Business – Undergraduate	67% completion	2.0
School of Business – Graduate	67% completion	3.0
School of Education – Undergraduate	67% completion	2.0
School of Education – Credential	67% completion	2.0
School of Education – Graduate	67% completion	3.0
Graduate School of Theology	67% completion	2.0

\* Although the minimum acceptable standard to be eligible for financial aid is 24 academic credits per year for full-time students, a student must complete an average of 32 credits per academic year to graduate within a four-year period.

\*\*students enrolled in the Johnston Center must main an equivalent GPA of a 2.0

If a student attends less than full-time in any program, the quantitative measure is prorated according to their enrollment status.

### Time Frame for Completion

The Maximum Time Frame (MTF) for all students attending full-time is measured in credit hours and is 150% of the published length of the program. For students that attend less than full time, the MTF will be prorated according to their enrollment status.

If a student fails to complete the program requirements within the MTF, they will not be eligible for Title IV, state or institutional aid. Additionally, a student who exceeds the MTF is ineligible for financial aid warning or financial aid probation.

### Treatment of Grades

Incomplete grades count as attempted but not completed credits for the purpose of the pace calculation of SAP. They do not impact the GPA component of SAP. Credit/No Credit courses count toward the pace calculation of SAP. They do not impact the GPA component of SAP. All other grades are evaluated in the GPA and pace component of SAP.

### Review Intervals

Student Financial Services will review all students receiving financial aid for SAP after each term. For purposes of reviewing SAP, a term is defined as a financial aid payment period. Students who do not meet the above requirements during any SAP review will be placed on warning for one term. At the end of the warning term, SAP will be reviewed again. Students who are still not meeting the minimum standards will be placed on Financial Aid Suspension. Students placed on Suspension may appeal to continue to receive financial aid. Successful appeals will be placed on probation for one term.

### Notifications

If a student is placed on financial aid warning, they are notified via e-mail and asked to sign a form acknowledging their warning status, and the implications if they do not remedy their academic progress. If a student is placed on financial aid suspension, they are notified via email of the decision and the process to appeal to continue to receive financial aid. Each

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

student's SAP status is also available for viewing through their Student Self-Service portal.

If a student on financial aid suspension submits an appeal, they are notified via email of the outcome of the appeal. For an approved appeal where a student is placed on probation, the student is notified that they must meet the satisfactory academic progress standards or meet the requirements of the academic plan developed by the University and the student to qualify for further title IV, HEA program funds. For a denied appeal, the student is notified of the reason for the denial, and that they must meet the satisfactory academic progress standards to regain eligibility for further title IV, HEA program funds.

### Appeal Process

Students placed on Financial Aid Suspension who wish to receive financial aid during their term of suspension must return the SAP appeal form along with all supporting documentation within the current payment period to Student Financial Services for review. Students will be notified through email by Student Financial Services of their SAP status and required appeal documents.

### **Documentation**

A student who appeals their Financial Aid Suspension must submit information explaining why they failed to meet SAP standards and what has changed in his or her situation which will allow him or her to be making SAP by the next evaluation. Additionally, since third parties may be used to document the mitigating circumstances surrounding a SAP appeal, the student must also submit documentation to support their appeal. Some examples of acceptable documentation include but are not limited to:

- Newspaper obituaries or death certificates to substantiate deaths
- Physician's written statement to substantiate illness or accident
- Written statement from clergy, family member, or other third party who knows the student's situation
- Written statement from academic advisor or professor

Any other forms of documentation submitted by a student to support an appeal will be reviewed on a case-by-case basis.

### **Academic Plan**

While financial aid probation is an option for students who can meet SAP at the end of the payment period, an academic plan is appropriate for a student who would require more time to be in compliance. The decision regarding which students will use an academic plan will be made on a case-by-case basis.

Academic plans must be developed on a student-by-student basis, and designed in such a way that, if followed, the student will be meeting SAP standards by a specified point in time.

Academic plans must be supported by the student's Academic Advisor.

### How to Re-establish Eligibility

Students can re-establish their eligibility for financial aid by meeting both the pace and GPA requirements.

### Duration of Financial Aid Eligibility for Institutional Financial Aid

College of Arts and Sciences undergraduate students are eligible for eight semesters of institutional financial aid, or the prorated equivalent for transfer students. The total number of semesters for which financial aid can be awarded and received is determined by subtracting from eight the number of semesters of any college-level work accepted by the University of Redlands. For example, a first-semester, first-year student would be eligible for eight semesters of aid, while a first-semester junior would be eligible for four semesters of aid.

## Return of Title IV Funds (R2T4)

### Withdrawals, Leaves of Absence and Course Drops

If a student ceases attendance in one or more courses during a term, their record will be evaluated for the appropriate proration of tuition, room and board, and financial aid. Please refer to the tuition and fees section of the course catalog for tuition refund policies.

#### Financial Aid Refunds

If a student withdraws or takes a leave of absence during a term, their financial aid may be prorated according to the established guidelines and returned to the appropriate agency.

There are three steps that the University of Redlands must complete to comply with the federal policy:

1. Determine the withdrawal date
2. Determine the amount of earned federal aid
3. Return unearned federal funds to the appropriate program(s)

Federal and Institutional Financial aid is prorated based on the number of calendar days attended out of the total number of calendar days through the first 60 percent of the semester. State financial aid is prorated at 50%, 75% or 100% of the awarded amount based on the percentage of days completed in the semester.

The withdrawal date is the date the student gives official notification of their intent to withdraw. For a withdraw to be considered official, students must follow the official withdrawal process detailed in the Academic Standards section of the catalog. If the student fails to withdraw officially, the applicable date will become the midpoint of the term, unless the University can document a later date. In certain circumstances, if a later date of last academic activity is substantiated, this date can be used in lieu of the midpoint of the term.

Student Financial Services will determine the portion (if any) of your financial aid funds for the semester that you are eligible to keep. This determination is made using a standard calculation specified in the U.S. Department of Education's regulations. If we determine that you must repay all or a portion of your aid funds, such funds will be immediately due. You will receive an email from Student Financial Services informing you of any balance due.

Students who withdraw before completing at least 60 percent of the term will "earn" funds in direct proportion to the time they were enrolled. The percentage of earned aid is determined by dividing the total number of calendar days enrolled by the total number of days in the term. Students who complete at least 60 percent of the term are eligible for 100 percent of their federal financial aid.

Unearned aid must be returned to the appropriate programs in accordance with the calculation schedule approved by the U.S. Secretary of Education. Refunds to specific Title IV programs will be made according to current regulations.

#### Allocation of Federal Portion of Refunds After Withdrawal

If a refund is available under federally mandated refund policy guidelines, students will not receive refunds until all funds representing financial aid awards have been returned to the respective financial aid programs as required by federal regulations. The federal portion of the refund will be allocated in the following order:

1. Federal Direct Student Loan
2. Federal Direct PLUS Loan (includes Grad Direct PLUS)
3. Federal Pell Grant
4. Federal SEOG
5. Federal Teach Grant
6. Other Title IV Assistance

### Returning Unearned Funds

The University will return as soon as possible, but no later than 45 days from the date the institution determines that the student withdrew, all unearned funds for which it is responsible. In accordance with federal regulations, the school must return Title IV funds to the programs from which the student earned aid during the payment period as applicable in the

## 2022-2023 Academic Catalog - Catalog Addendum April 2203

following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- FSEOG for which a return of funds is required
- TEACH Grants for which a Return is required

Funds are considered to have been fully returned if they are deposited or transferred into the school's federal funds bank account, returned to the ED electronically using the "Refund" function in G5, or if a check is issued to the ED.

### Repayment Policy

If a student withdraws completely or is disqualified, the student will be expected to repay the calculated refund using the federally mandated refund policy guidelines. Failure to repay funds could cause suspension from future participation in any federal financial aid programs.

If a student is responsible for returning Title IV funds, the University will notify the student within 30 days of determining that the student withdrew that they must repay all or part of a Title IV grant or make satisfactory arrangements to repay it. The notification will inform the student of the following:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the University sent or was required to send notification to the student.
3. There are three positive actions a student can take to extend their eligibility for Title IV funds beyond 45 days:
  1. The student may repay the overpayment in full to the University.
  2. The student may sign a repayment agreement of up to two years with the University
  3. The student may sign a repayment agreement with the Department of Education.
4. If the student fails to take one of the positive actions during the 45-day period, the University will report the student's overpayment to NSLDS and refer the student to the Default Resolution Group for collection.
5. The student should contact the University to discuss his or her options.

Any balance owed to University of Redlands after the R2T4 completed will be due 30 days from the date the balance is created on the account. Students will be notified via email that they have a balance on their account.

If the R2T4 results in a credit balance on the student account, the credit balance will be refunded no later than 14 days from the date the credit balance is created.

### Post-Withdrawal Disbursements

If the total amount of title IV grant or loan assistance, or both, that the student earned as calculated is greater than the total amount of title IV grant or loan assistance, or both, that was disbursed to the student, or on behalf of the student in the case of a PLUS loan, as of the date of the University's determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement must be made from available grant funds before available loan funds.

#### Post-Withdrawal Disbursement of Grant Funds

If there are any outstanding charges on the student's account, the additional Title IV aid earned will be first credited to student's account up to the amount of the outstanding charges. The University will then disburse directly to the student, any grant funds not credited to the student's account.

Disbursement of post-withdrawal grant funds must be made directly to the parent and/or student as soon as possible, but no later than 45 days after the date of the University's determination that the student withdrew.

#### Post-Withdrawal Disbursement of Loan Funds

Once any post-withdrawal grant disbursements have been credited and/or disbursed directly to the student and/or parent,



## 2022-2023 Academic Catalog - Catalog Addendum April 2203

the University may credit and/or disburse directly to the student and/or parent any remaining loan funds only after obtaining the student's or parent's confirmation that the student or parent still wishes to have the loan funds disbursed.

The student and/or parent must be notified in writing within 30 days of the date of the University's determination that the student withdrew of the availability of the loan funds. The written notification must:

- Request confirmation of any post-withdrawal disbursement of loan funds that the University wishes to credit to the student's account identifying the type and amount of those loan funds and explaining that a student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds
- Requests confirmation of any post-withdrawal disbursement of loan funds that the student, or parent in the case of a parent PLUS loan, can receive as a direct disbursement, identifying the type and amount of these title IV funds and explaining that the student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds
- Explains that a student, or parent in the case of a parent PLUS loan, who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless approved by Student Financial Services
- Explains the obligation of the student, or parent in the case of a parent PLUS loan, to repay any loan funds he or she chooses to have disbursed
- Advises the student and/or parent that no post-withdrawal disbursement of loan funds will be made if the student or parent in the case of a parent PLUS loan, does not respond within 14 days of the date that the University sent the notification

If the student and/or parent, in the case of a PLUS loan, submits a timely response that confirms that they wish to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, the funds must be disbursed in the manner specified by the student and/or parent in as soon as possible, but no later than 180 days after the date of the University's determination that the student withdrew.

Circumstances where the student and/or parent submits a late response to the notification will be reviewed on a case by case basis.

## Official Withdrawal or Leave of Absence

*A student who needs to withdraw from the University or take a leave of Absence should contact the Office of Student Affairs to schedule a departure interview. Both a Withdrawal (WDL) and a Leave of Absence (LOA) are considered official once the LOA or WDL paperwork reflecting the student's intention has been completed by a designated Student Affairs representative. Completed documents will state the intentions of the student to discontinue the course(s) in which s/he is registered and the effective date the WDL or LOA will be implemented, which is then recorded by the Registrar's Office. If a student fails to complete the departure interview, the applicable date will be the midpoint of the term, unless the University can substantiate a later date. When a later date is established, that date will be reflected on the departure document.*

During a student's leave of absence, their official records remain active, as does their email address. Students returning from a leave of absence within one year are not required to be formally readmitted. Students will be expected to fulfill the graduation requirements in effect at the date of their original matriculation. Students who do not return from a leave of absence within one year are withdrawn from the University. To return, they must be formally readmitted.

Withdrawal from the University is the permanent separation of the student from the University. Should a withdrawn student want to return to the University, they will have to apply for admission.