

# Admission

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California Lutheran University seeks students who possess qualities of intellect and character, which will enable them to benefit from and contribute to the university community. Each applicant is judged on individual merit without regard for race, color, creed, gender, sexual orientation, age, or national or ethnic origin.

Cal Lutheran maintains an admission office staffed with trained, professional admission counselors who are available to assist students with college planning. Persons seeking admission services should contact the Admission Office.

Prospective students and their family members are invited and encouraged to visit the campus. Efforts are made to arrange a campus tour, class visitations and/or meetings with professors or coaches according to the interests of the visitor. Admission events held in the fall and spring provide opportunities for high school seniors and transfer students to stay overnight as guests in our residence halls.

The Office of Undergraduate Admission is open, except during holidays, Monday through Friday from 8:30 a.m. to 5 p.m., and on most Saturdays from October to May by appointment only. Visitors should contact the Office of Undergraduate Admission at least two weeks prior to their visit so that appropriate arrangements can be made.

## Application Procedures for Freshman and Transfer Students

*International students should follow the procedures listed below. Any additional requirements are listed under the catalog section "Admission of International Students."*

### 1. Application for Admission

Students should complete an application for admission (including essay) through the Common Application with the non-refundable \$25 application fee. Fall application deadlines are as follows.

#### For First Year Applicants:

Deadline to apply for Early Action: November 1

Deadline to apply for spring: November 1

Deadline to apply for Regular Decision: January 1

#### For Transfer Applicants:

Priority Deadline for Fall semester admission: March 15

Regular Admission Deadline for Fall Semester: June 1

Spring Application Deadline: October 1

### 2. Transcripts

An official transcript from the high school issuing the diploma is required of freshman applicants. Freshman applicants must have their most recent high school transcript sent, followed by a final transcript upon graduation. In addition, if a freshman applicant attended a college or university, all official transcripts must be submitted for review.

Transfer applicants must have a transcript sent from each college/university attended. Transfer applicants with fewer than 30 semester hours or 45 quarter hours of transferable college credit must submit a high school transcript.

U.S. federal government regulations on financial aid awarding require that a transcript showing proof of high school graduation or the equivalent be sent to Cal Lutheran before enrolling.

### 3. Test Scores

Freshman applicants are required to submit results from either the SAT or ACT. Test scores recorded on the official high school transcript will be considered official. Transfer applicants with at least 30 semester hours or 45 quarter hours of transferable college credit need not submit scores from the SAT or ACT (TOEFL or IELTS scores may be required of international students – see "Admission of International Students"). Arrangements to take any of these tests or order additional score reports can be made by contacting:

**SAT** - [www.collegeboard.org](http://www.collegeboard.org)  
(866) 630-9305

**ACT** - [www.act.org](http://www.act.org)  
(319) 337-1000

**TOEFL** - [www.toefl.org](http://www.toefl.org)

**IELTS** - [www.ielts.org](http://www.ielts.org) (<http://www.ielts.org>)

#### 4. Recommendations

*Freshman applicants* must submit one letter of recommendation from a high school teacher, principal, or guidance counselor.

*Transfer students* must submit a recommendation from a college professor.

#### 5. Additional Information

In addition to the required essay, personal information (excluding information pertaining to certified learning, physical, or other disabilities protected under the Americans with Disabilities Act) that may have affected the applicant's previous academic performance may be included with the application or discussed personally with a Cal Lutheran admission counselor.

#### 6. Notification of Admission Decisions

*Freshman applicants*: Cal Lutheran offers a non-binding Early Action Plan whereby students completing applications by November 1 will be notified by mid-January. Students who have their application complete by the Regular Decision deadline of January 1 will be notified by April 1. Students who complete their files after January 1 are reviewed on a space available basis.

*Transfer applicants*: Transfer applicants will be notified of admission within one month of submitting all required application materials.

An initial review of the file may result in a request for additional information to be sent prior to a final decision being made. Accepted students are asked to submit a non-refundable \$450 enrollment deposit no later than May 1 to secure their place in the class. Extensions may be granted upon request to the Director of Undergraduate Admission.

### Right to Withdraw Offer of Admission

By applying for admission to California Lutheran University, applicants certify that the information they provide in their applications is their own work and, to the best of their knowledge, is complete and accurate. As also noted in the application materials, California Lutheran University reserves the right to withdraw an offer of admission under certain circumstances, including but not limited to:

1. If there is a significant drop in academic performance, a failure to graduate (in the applicant's current program), or a failure to satisfy a prerequisite or condition of admission;
2. If there has been a misrepresentation in or a violation of any of the terms of the application process; or
3. If the University learns that an applicant has engaged in behavior prior to the first day of California Lutheran University attendance that indicates a serious lack of judgment or integrity.

### Admission of Freshman Students

Students accepted for admission to Cal Lutheran should have completed a college preparatory program with above average achievement. The following high school course pattern is required as a minimum: four years of English, three of mathematics (through Algebra II), two of foreign language, two of social studies and two of lab science. Applications from promising students who have not completed such a college preparatory program will be reviewed on an individual basis by the Admission Committee.

In addition to the measurement of achievement and aptitude as indicated on transcripts and test scores, other factors considered in the admission process include: recommendations; excellence in co-curricular activities; high achievement in the visual or performing arts; initiative and seriousness of purpose as evidenced through work, travel experiences or contributions to home, church, community and school.

Students who are denied admission as freshmen are encouraged to apply for transfer admission. To apply as a transfer applicant, refer to the catalog section "Admission of Transfer Students."

### Admission of Transfer Students

Cal Lutheran welcomes students who wish to transfer after completing work at other accredited colleges or universities. Admission will be based upon the quality of previous work attempted. The transfer applicant must also be in good standing at their previous college.

Transfer applicants will be required to attend another accredited two- or four-year post-secondary college or university, and successfully complete a minimum of two semesters of full-time academic study (30 semester hours or 45 quarter hours) with a minimum of a 2.75 transferable GPA. In addition, students must complete Freshman English Composition with a grade of C or better and complete Intermediate Algebra or higher to be eligible for admission.

If the transfer applicant's record is deficient in meeting the admission requirements, the Admission Committee may require further evidence of the applicant's ability to complete a program successfully.

Transfer applicants with fewer than 30 semester hours or 45 quarter hours of credit will be evaluated under the requirements for freshman admission. Students interested in transferring with less than 30 semester hours or 45 quarter hours must provide final high school transcripts, official SAT or ACT scores and course registration at their current college or university.

## Admission of International Students

The credentials of an international undergraduate applicant – any student who *does not* hold a U.S. passport or a permanent resident visa (green card) for the United States – are evaluated in accordance with the general regulations governing admission.

Each student is required to submit to the Office of Undergraduate Admission an application, official test results from either the SAT or ACT, official English certified transcripts, personal essay, letter of recommendation and proof of English proficiency.

Applicants from countries whose *primary* language is not English are required to take any one of the following English language exams: Test of English as a Foreign Language (TOEFL) with a minimum Internet-based score of 79; computer-based score of 213 or paper-based score of 550; the International English Language test (IELTS) with a minimum score of 6.5, or the Pearson Test of English (PTE) with a minimum score of 54.

Students who successfully complete the university's designated English language affiliate program, or students who have studied in a U.S. high school for four years or have completed two years of English composition at another accredited U.S. college or university may request a waiver of the Proof of English Proficiency requirement.

In addition, international students who have been admitted to Cal Lutheran must submit proof of sufficient funds to meet their educational expenses while studying at Cal Lutheran *before* a *Form I-20* can be issued. The *Certificate of Financial Support* should be submitted, with appropriate financial documents, to meet both Cal Lutheran and U.S. Federal Government requirements of proof of financial status for international students.

## Deferral Policy

Students who have successfully gained admission to Cal Lutheran may defer their enrollment up to one year by submitting their enrollment deposit by May 1 and a written request to the Office of Undergraduate Admission. The request must include the reason for the deferral. If the reason for deferral is to attend another college or university, the request will not be granted.

Students who choose to attend another college or university after their request for deferral is granted will forfeit admission and scholarship and will be required to be reconsidered for admission to the University.

All scholarships offered at the time of admission will be honored under this policy, unless the student chooses to attend another college or university.

## Readmission of Former Cal Lutheran Students

A current Cal Lutheran student who has not been enrolled in classes for two or more consecutive semesters and who wishes to return must apply for readmission through the Office of Undergraduate Admission.

If the student has attended any other colleges or universities during the absence from Cal Lutheran, an official transcript (showing good standing) must be submitted to the Office of Undergraduate Admission for review, along with the *Application for Readmission*. A student's financial aid package, including scholarships, is subject to review upon readmission to the University.

Students readmitted to the University after an absence of less than two years may complete requirements under the Cal Lutheran catalog in effect at the time of initial attendance. For separation of more than two years, the catalog in effect at the time of readmission will be applicable.

## Admission as a Non-degree Student

Individuals not interested in pursuing a degree may be admitted as a non-degree seeking student. This student is not a candidate for a degree from Cal Lutheran, but may enroll in courses for credit. They may subsequently become a candidate for a degree by successfully completing the standard undergraduate admission process. Non-degree students are not eligible for Cal Lutheran financial assistance and must submit payment for the class (on a per credit basis) prior to registering for their class(es). A maximum of 12 units may be taken at Cal Lutheran under this status. Non-degree students may not enroll in an Independent Study or Internship.

*(International non-degree students may not attend Cal Lutheran for more than two semesters and must be full-time students.)*

An inquiry form for non-degree status is available on the Registrar website.

## Admission of High School Students

High school students of superior ability may apply for enrollment into selected courses. Students must submit an inquiry form for non-degree status along with consent and recommendation of the high school counselor or teacher. Course availability for high school students will be determined by the Registrar's Office through instructor approval.

## Admission of Re-entry Students

Applicants who have not been enrolled in a college/university for five or more years may be considered for admission on a case by case basis. Each application will be reviewed by the Admission Committee and evaluated in light of the alternate supplementary material that is made available.

## Admission of Homeschooled Students

The academic potential of homeschooled students is evaluated the same as applicants from public or private schools. Students who are homeschooled must complete the following requirements to be considered for admission:

- Submit an ACT or SAT score. The exam score will help determine the applicant's level of preparation for college course work. Students should take the exam in the spring of their junior year and may take the exam more than once; only the highest composite test score will be used to determine admission status.
- Homeschooled students are encouraged to submit passing test scores on the GED (General Equivalency Diploma). The GED test results determine core course units. Exam results must be sent to the Office of Undergraduate Admission, directly from the GED test center.
- Homeschooled students are also encouraged to complete an interview with a Cal Lutheran admission counselor prior to submitting his or her application.
- The primary teacher/administrator of the home school may be asked to provide:
  - A typed transcript (semester format) of the courses the student completed in the home school environment. Grades or averages earned in each course must be included on the transcript. A curriculum synopsis of the courses which parallel Cal Lutheran's core course requirements may be requested. The synopsis should include a brief description (paragraph) of each of these courses.
  - Textbook information listed by course (including titles and authors). Students who have taken courses in foreign language must include a description of how they learned the verbal component of the language (i.e., tutor, tapes). The home school administrator should also provide a detailed description of how the applicant fulfilled the natural science laboratory requirement.
  - Students who completed courses in a school other than their home school (traditional high school and/or college) must also submit an official copy of their academic transcript from this school.

**Please note:** Additional supporting documents may be requested by the University to assist officials in making an admission decision.

## Placement and Advanced Credit Standing

Students may petition for placement or credit in subjects in which they may have established college-level competence. Methods of challenging include end-of-course examinations, College Level Examination Program (CLEP), standardized tests approved by individual departments, Advanced Placement or International Baccalaureate examinations.

A maximum of 32 credits by exam may be applied to the degree; eight upper division units can be included in this total.

## International Baccalaureate (IB)

Cal Lutheran recognizes the quality of the International Baccalaureate program and awards up to four semester hours of credit for each Higher Level examination score of 4 or higher. Subsidiary Level examinations will not be considered for credit.

## Advanced Placement (AP)

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken the Advanced Placement Examination of CEEB may receive credit. The credit awarded depends on the score a student receives and the subject in which the exam was taken. When official scores are received by the University directly from CEEB, credit is awarded as indicated in the shaded AP area.

## Advanced Placement Credit

AP Examination	Grade	Units (credit in appropriate courses)	Course Equivalents
Art: Studio General	4,5	3	Art Elective
Art: Studio-Drawing	3,4,5	3	ART 160
Art: History of Art	3,4,5	3	ART 111
Biology	3	0	exempt from 1 Nat. Sci. persp.
Biology	4	4	BIOL 111 or BIOL 121
Biology	5	6	BIOL 120, BIOL 121
Chemistry	3	0	exempt from 1 Nat. Sci. persp.
Chemistry	4	4	CHEM 151, CHEM 151L
Chemistry	5	4	CHEM 151, CHEM 151L
Computer Science A	4,5	4	CSC 110
Computer Science AB	3	4	CSC 110
Computer Science AB	4,5	4	CSC 210

Economics: Mic	4,5	3	ECON 200
Economics: Mac.	4,5	3	ECON 201
English: Lang & Comp	3	0	ENGL 110
English: Lang & Comp	4,5	3	ENGL 111
English: Lit & Comp	3	0	ENGL 110
English: Lit & Comp	4	3	Lit. Perspective
English: Lit & Comp	5	4	Lit. Perspective
Environmental Science	4,5	4	GEOL 152, GEOL 152L
Foreign Language: French	3	0	Exempt from FREN 101
Foreign Language: French	4,5	4	FREN 101
Foreign Language: Spanish	3	0	Exempt from SPAN 101
Foreign Language: Spanish	4,5	4	SPAN 101
Foreign Language: German	3	0	Exempt from For. Lang. req.
Foreign Language: German	4	4	Exempt from For. Lang. req. & credit in 201
Foreign Language: German	5	8	GERM 201, GERM 202
Foreign Language: Other Lang.	3	0	Exempt from 1st semester
Foreign Language: Other Lang.	4,5	4	1st semester language
Government & Politics	4,5	4	POLS 102 or POLS 222 (major)
History: American	4	0	Exempt from History Perspective
History: American	5	3	HIST 121 or HIST 122
History: European	4	0	Exempt from History Perspective
History: European	5	3	HIST 102
Human Geography	3	0	exempt from 1 social science
Human Geography	4,5	3	One Social Science Course
Latin	4,5	4	Exempt from For. Lang. req.
Math	3	0	Exempt from Math proficiency
Math: Calculus AB	4,5	4	MATH 251
Math: Calculus BC	4,5	8	MATH 251, MATH 252
Math: Statistics	4,5	4	Elective credit only (does not satisfy Math prof.)
Music: Listening & Lit.	4,5	3	MUS 101
Physics: B (non-calc)	4,5	8	PHYS 201, PHYS 202
Physics: C (Mechanics)	4,5	4	PHYS 211
Physics: C (E&M)	4,5	4	PHYS 212
Psychology	3	0	Exempt from PSYC 200
Psychology	4,5	4	PSYC 200