

# UNDERGRADUATE REQUIREMENTS AND POLICIES

## High School Record (p. 1)

An applicant for regular standing must be a graduate of an accredited high school with a scholastic record which indicates ability to pursue higher education successfully.

Biola University welcomes applications from students who have been home-schooled. Details on the admissions process may be found below. A transcript showing high school work completed and an application essay are required. GED scores may be requested at the discretion of the Director of Admissions. Students must be 17 years of age by the time of enrollment at the university. Home-schooled students are eligible to qualify for all merit scholarships.

The applicant must have a high school diploma. The following is a recommended college prep curriculum: English (four years), mathematics (three years), science (two years, including a laboratory science), foreign language (four years), social science (two years). Additional high school course electives are recommended as well. Prospective students interested in the nursing program are encouraged to take chemistry and algebra in high school.

Applicants are urged to have at least two years in one foreign language in high school. Students who have completed one or more years of study in a language they will study at Biola must take a placement exam to determine their correct course placement. Students with no foreign language in high school, or those wishing to begin a new language in college to meet the Core Curriculum requirement, must take 4 to 8 credits of foreign language, depending on their major. Catalog information regarding each major will indicate any exceptions to this rule.

## Admission Procedure (p. 1)

The following must be filed in seeking admission:

1. The personal application form. The application for admission must be accompanied by a \$45 non-refundable application fee.
2. An official high school transcript. The applicant should request the high school to send this directly to the Office of Admissions. High school transcripts are not required for transfer students with 15 or more transferable credits.
3. An official transcript sent directly to the Office of Admissions from each school the applicant has attended since high school. To be considered official, transcripts must be sent directly to Biola by the previous institution(s) attended or physically delivered in an untampered envelope sealed by the institution. This includes schools attended for even part of a semester. Those applying to the education or nursing programs should have an additional copy of each school's transcript sent directly to the appropriate department.
4. Biola is a Test-Optional university. We do not require freshman applicants to submit SAT or ACT scores. The Office of Admissions will continue to make admissions offers and award academic scholarships based on students' academic achievement, spiritual commitment, and their ability to succeed at Biola. If students have taken these tests, they may submit their scores to strengthen their overall academic qualifications and reduce the need for

placement exams later in the enrollment process. We do not penalize students who do not submit test scores. Note: International students are still required to submit one test score for proof of English proficiency (SAT, ACT, TOEFL, IELTS, PTE Academic, or IB English). To request a special circumstance review, please contact [international.coordinator@biola.edu](mailto:international.coordinator@biola.edu).

5. An application essay. Students must send in their response to the provided essay prompt in order to complete their application.
6. The regular application deadline for fall is March 1 and for spring is November 15. Applications may be submitted after deadlines (late fee of \$55), and will be considered and processed if space is available and time allows.

## Application Deadlines (p. 1)

### Fall

File Completed By	Notification
November 15 (Early Action #1)	January 15
January 15 (Early Action #2)	February 15
March 1 (Regular Deadline)	April 1

Files completed after March 1 will be processed on a bi-monthly basis with notification of admittance beginning after April 1. Applications are considered late after March 1 (late fee of \$55) and will be processed if space is available and time allows.

### Spring

File Completed By	Notification
October 15	Rolling Basis

Official documents presented for admission or evaluation become part of the student's academic file and cannot be returned or copied for distribution.

## Home-Schooled Students (p. 1)

Home-schooled students seeking admission can apply by one of two means:

### Standard Procedure

Applicants must submit an application along with high school transcripts and an application essay. Contact the Office of Admissions for transcript guidelines.

### Procedure Without Transcripts

Applicants must submit an application along with the GED or State Certificate of High School Proficiency and an application essay.

Please contact a Biola Transfer Counselor or a Transfer Evaluator with any questions regarding courses at a community college.

## Notification (p. 1)

Applicants who are granted acceptance are required to validate their acceptance by the payment of an enrollment deposit of \$300 (non-refundable after May 1).

Accompanying the letter of acceptance will be a health form, which must be properly completed by both the applicant and the applicant's physician prior to enrollment. A medical consent form is also required of single students under the age of 18 at the time of entrance.

## Transfer Students

See the Transfer Students and Transfer Credit Policies section (<http://catalog.biola.edu/general-information/transfer-students-and-transfer-credit-policies/>) for transfer information, including the Advanced Placement Program (AP), College Level Examination Program (CLEP), and International Baccalaureate Program (IB).

## Distance Education (p. 2)

Subject to department approval, Biola University will accept credit for equivalent courses from schools accredited by regional or national agencies recognized by CHEA (Council for Higher Education Administration), including online or correspondence courses.

## Bible Residency Requirement (p. 2)

Biola has a biblical studies residency requirement for all students. Students in most traditional programs must take at least 15 Bible credits at Biola (6 of which must be upper-division). Students in select high-credit majors and transfer students with 45 or more transferable credits completed after high school graduation at the time of enrollment qualify for the Biblical and Theological Studies Requirements reduction. Students who qualify for the reduction must take at least 9 Bible credits at Biola (3 of which must be upper-division). Transfer credit, credit for prior learning, or credit by examination may not be used to fulfill the minimum residency requirement. Majors other than those in the division of Biblical and Theological Studies (e.g., B.A. in Bible, Theology, and Ministry; B.S. in Biblical Ministries; B.S. in Bible, Theology, and Apologetics) may count a maximum of 30 Bible (BBST) credits toward graduation.

## Readmission and Core Requirement Retention (p. 2)

Students who withdraw from the university retain previously completed Core Curriculum requirements, according to the catalog year they are under at withdrawal, if they apply to readmit within five years of their withdrawal date. After five years, previously completed Core Curriculum requirements will not be retained, and students will be held to the requirements of the current catalog at the time of readmission. Students who readmit with outside coursework will not be eligible for the Biblical and Theological Studies Requirements reduction.

## Challenging a Course (p. 2)

A student may be able to challenge a course or requirement if the department has a challenge exam available. Check with the specific department to see if a comprehensive challenge exam is available.

By waiver: If a student's performance on a comprehensive examination demonstrates a good grasp of the course content, an exemption from taking the course may be allowed, but no credit(s) will be given.

By registration: The Nursing and Biblical Studies departments offer some exams for which the student may be granted credits based on the successful completion of the challenge exam. The exams are listed in the course schedule. A fee rather than tuition applies. Specific information regarding these examinations is available from the Nursing and Biblical Studies departments. Contact the Office of the Registrar for further information.

## Academic Standards (p. 2)

A minimum cumulative grade point average of "C" (2.00) is necessary to graduate. A grade of "D" is normally acceptable as a passing grade in a single course. However, some departments have different standards (please refer to the academic program page to understand your school's requirements). Also, "D" quality work in general is normally insufficient to allow the student to progress from one course level to the next. Higher GPA minimums are required before admission to teaching and nursing and other major departments. To determine whether a "D" is an acceptable grade in a required course and to review admissions requirements for a major, check with the appropriate academic department. Students receiving less than a "C" grade in a major course may be required to repeat the course to progress. Transfer students from other institutions must also maintain an average grade of "C" in all work completed at Biola University as a requirement for graduation since grades from other schools are not calculated into the student's cumulative grade point average. All students must have a minimum of a "C" average (2.00) in their major coursework.

For policies regarding Academic Standing and Disqualification, see the Academic and Behavioral Standards section (<http://catalog.biola.edu/general-information/academic-behavioral-standards/>).

## Core Curriculum Program

See the Undergraduate Core Curriculum Program section (<http://catalog.biola.edu/general-information/undergraduate-core-curriculum-program/>) for Core Curriculum requirements.