

# PROFESSIONAL STUDIES UNDERGRADUATE POLICY AND PROCEDURE

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Undergraduate programs offered by the Division of Professional Studies at Judson University include the Associate of Arts and Bachelor of Arts degrees. They operate on a 2-term, 24-week academic model (Fall and Spring) and consist of accelerated evening or online courses.

Application forms for admission to the undergraduate programs can be obtained by using the online application. After the application is submitted, candidates will be contacted by Enrollment Services, who will assist the student in obtaining any additional required documents.

## Associate of Arts

The following criteria are required for admission:

- Applicants must be a high school graduate or have earned a high school equivalency certificate.
- Applicants must provide official transcripts from all institutions of higher education attended. Review of transcripts for admission includes all non-remedial and non-developmental courses attempted.
- Applicants with 0-8 college semester hours must also submit an official copy of their high school transcript or G.E.D. with graduation date.
- Applicants with fewer than 3 courses successfully completed at the college level must have earned a minimum high school grade point average (GPA) of 2.0.
- Applicants must have a minimum of one year full-time work experience after high school and have access to a work/organizational environment.
- International Students must meet all of the regular admission criteria stated above. They must also comply with federal SEVIS regulations.

## Bachelor of Arts

Applicants for Applied Psychology, Business Administration, Human Services, and Organizational Leadership major programs of study must meet all of the following admissions criteria:

- Applicants must have a minimum of 40 transferable semester hours from regionally accredited colleges and universities and/or from CLEP (College Level Examination Program), DSST (DANTES Subject Standardized Test), ACE (American Council on Education), or other standardized evaluations, as documented by official transcripts OR have successfully graduated from Judson's Associate of Arts program.
- Applicants must provide official transcripts from all institutions of higher education attended. Review of transcripts for admission includes all non-remedial and non-developmental courses attempted.
- Applicants must have earned a minimum GPA of 2.0 on previous college and university coursework.
- Student must have a minimum of two years of full-time work experience after high school and have access to a work/organizational environment.

## Procedure

Once all the above items have been received, the Registrar's Office will evaluate them for compliance to Judson standards and determine if the student should be admitted. Once admitted to Judson, the student will receive a letter confirming their acceptance. At this point, it is the responsibility of the student to reach out to their Academic Advisor to discuss registration.

## Readmission Policy

Judson students who have been withdrawn or been absent for a semester or more need to apply for readmission. Those who discontinue and then return to Judson after an absence of two or more years have broken residence. They are required to meet the current catalog requirements in effect on their return and must resubmit all previous academic regionally accredited college and university coursework to Judson University. This policy allows students an opportunity to meet the current trends of their chosen field. Updates made to programs may result in an increase in major and degree requirements, as well as the completion of additional credit upon their return to Judson University.

Students who have been suspended should first see the Academic Standing section of the catalog.

## Procedure

All students wishing to be considered for readmission must submit the following documents:

- A completed application for readmission
- Official transcripts of all prior academic coursework completed at regionally accredited colleges and/or universities attended since leaving Judson University to the Enrollment Coach

Judson will evaluate academic and financial aid transcripts, student account standings, and conduct records from all previously attended institutions including Judson to ensure good standing before approving a student for readmission. Reapplying and submitting documents does not automatically ensure a student's acceptance. Returning students will maintain previous Judson academic standing unless transferring in on probationary status. The completed readmission application and official documentation will be reviewed within a week of submission to the Registrar's Office, and a final evaluation will be completed prior to readmittance to the University.

Students accepted for readmission will receive notice of their readmission. At this point, it is the responsibility of the student to reach out to their Academic Advisor to discuss registration.