

**2023**  
JUNE

# CATALOG ADDENDUM

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THE LOS ANGELES FILM SCHOOL®



# CATALOG ADDENDUM

*This addendum goes into effect June 2023.*

## SATISFACTORY ACADEMIC PROGRESS

All students will have their qualitative and quantitative academic progress measured at the end of each completed semester. This process is known as the assessment of Satisfactory Academic Progress (SAP). This process applies to all Los Angeles Film School students regardless of Title IV eligibility/recipient status. This process also applies to all enrolled students in any program regardless of enrollment status – full time or part-time.

Students that do not meet the SAP policy requirements, will be notified by email to their Los Angeles Film School email address.

To be in good SAP standing and maintain eligibility for financial aid, a student must meet the following minimum standards of progress at each evaluation point, which is the end of each semester or the end of every fourth monthly term.

### **Cumulative Grade Point Average**

Students must meet a minimum cumulative grade point average (CGPA) at each evaluation point:

- *For evaluations up to 24% of the program length in attempted credits, achieve a CGPA of 1.0;*
- *For evaluations between 25% and 49% of the program length in attempted credits, achieve a CGPA of 1.5; and*
- *For evaluations at or after 50% of the program length in attempted credits, achieve a CGPA of a 2.0*

### **Rate of Progress (ROP) toward Completion of the Program**

Students must progress at a satisfactory rate toward completion of the program within the maximum permissible timeframe to complete the program as defined in this policy. Furthermore, students must achieve the following ROP:

- *For evaluations up to 24% of the program length in attempted credits, achieve an ROP of 50%;*
- *For evaluations between 25% and 49% of the program length in attempted credits, achieve a cumulative ROP of 55%;*
- *For evaluations between 50% and 74% of the program length in attempted credits, achieve a cumulative ROP of 60%; and*
- *For evaluations at or after 75% or more of the program length in attempted credits, achieve a cumulative ROP of 66.67%*

A student's ROP is calculated by dividing the number of credits earned by the number of credits attempted as defined in the SAP Treatment of Grades section of this SAP policy.

### **Maximum Program Completion Timeframe (MTF)**

Students must complete their program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. For example, a student enrolled in a 60-semester credit program must complete the program in a maximum timeframe of 90 attempted semester credits. If, at any point, the institution determines it will be mathematically impossible for a student to complete his/her program within the maximum timeframe, the student will be deemed to not be making satisfactory progress and the student's financial aid will be suspended.

### **Rounding Rules**

For the purposes of calculating each SAP measurement, the school calculates the percentage to the hundredth decimal place. This means if the resulting percentage from this calculation is a .005 to .009, the percentage will be rounded up to .01 and down to .00 if the calculation results in a .001 to .004. For example, if a student attempts 110 credits but only successfully earns 75 of those credits, the ROP would be 68.181 and rounded down to 68.18%, and a cumulative GPA of 3.578 will be rounded to 3.58.

## **CONSEQUENCES FOR FAILING TO MEET SAP REQUIREMENTS**

### **WARNING**

Students not meeting any of the SAP requirements after being in good SAP standing will be placed on SAP Warning for the following semester and will be notified of this status through their student email account. Students are still eligible to receive financial aid while on SAP Warning status. At the end of the SAP Warning semester, students who are meeting SAP will be removed from SAP Warning status.

### **SUSPENSION**

Students who are not meeting SAP at the end of the SAP Warning semester will be suspended from receiving additional financial aid. The student also will be suspended from receiving financial aid, and subject to program termination, if the student does not return to good SAP standing after the completion of a SAP Probation semester or does not meet the requirements of an Academic Recovery Plan. The student will be notified by email of the suspension of their financial aid due to SAP reasons and of their appeal rights.

### **APPEAL**

Students have 30 days to appeal the suspension of financial aid for SAP reasons. An appeal may be submitted based on injury, illness, the death of a relative, or other extenuating or special circumstances that occurred during the semester the student did not meet the SAP standards. Students are allowed to appeal the suspension of financial aid twice while in pursuit of a degree.

Students must submit a SAP Appeal form, which will be sent to their student email account or may be obtained from their Student Advisor. A completed appeal package must be submitted to Student Advising and include the following:

- *A completed SAP Appeal form explaining why the student failed to make SAP and a description of what has changed that will allow the student to reestablish SAP*
- *Supporting documentation*
- *Signed Academic Recovery Plan developed by their Student Advisor*

The SAP Appeal Committee will review the appeal package and notify the student via their student email account within 5 days of its decision. The decision of the SAP Appeal Committee is final. If a student's SAP appeal is approved, the student will be placed on SAP Probation and an Academic Recovery Plan (ARP) as a condition of the appeal approval. The ARP can last up to four semesters, depending on the period of time needed to return to good SAP standing. If the appeal is denied, the financial aid suspension will stand for at least one semester, and regardless of duration, the student will not regain eligibility until the student meets all of the SAP standards. If the appeal is denied, the student may also be subject to program dismissal. See the "Reinstatement Process" section.

## ***Probation and Academic Recovery Plans***

Students placed on SAP Probation are eligible to receive financial aid for one semester. If the student needs more than one semester to meet the minimum SAP standards, the student will also be placed on an Academic Recovery Plan. The student on an ARP will continue to qualify for financial aid while meeting the terms of the ARP.

For students who are given only a one-semester Probation, the student must meet the minimum SAP standards at the end of the Probation semester. If the student does not meet the minimum SAP standards after a one-semester Probation, the student will be returned to financial aid suspension status the following semester. For students who are given an ARP, the student must meet the terms of their ARP at each SAP evaluation point. If the student does not meet the terms of the ARP, the student will be returned to financial aid suspension the following semester. Students who do not return to good SAP standing after a single semester of Probation or meet the terms of their ARP are subject to program dismissal. Students are allowed to appeal the suspension of financial aid twice while in pursuit of a degree. Students on probation and ARP status will be notified by email when this status changes.

## **REINSTATEMENT PROCESS**

A student who has been suspended from receiving financial aid for SAP reasons may be allowed to continue to take classes at their own expense to improve their CGPA and ROP. The student will be evaluated at the end of a suspension semester to determine if the student has met all of the SAP standards and potentially can meet all subsequent benchmarks. If so, the student's financial aid will be reinstated in the subsequent semester, provided the student is otherwise eligible. The student also has the option to explore program transfer options that may result in the reinstatement of financial aid for the new program.

## **SAP TREATMENT OF GRADES**

### **A, B, C, D, AND F (AND RELATED + AND - DESIGNATIONS)**

Included in the GPA calculation and counts as credits attempted and credits earned in the ROP and MTF.

### **PROFICIENT (P GRADE)**

This is classified as a passing grade, and counts as credits attempted and credits earned in the ROP and MTF. There are no impacts on the GPA when a Proficient (P grade) has been provided. A student is limited to 15 semester credits with this grade per degree program.

### **FAILURE FOR NON-ATTENDANCE (FA GRADE) AND F GRADE**

Included in the GPA calculation and counts as credits attempted but not credits earned in the ROP and MTF.

### **INCOMPLETE (I GRADE)**

Not included in the GPA but does count as credits attempted but not as credits earned in the ROP and MTF.

### **CREDITS EARNED (CR GRADE FOR INTERNAL TRANSFER CREDITS)**

Not included in the GPA but does count as credits attempted and as credits earned in the ROP and MTF.

### **TRANSFER CREDIT (TR GRADE FOR EXTERNAL TRANSFER CREDITS)**

Not included in the GPA but does count as credits attempted and as credits earned in the ROP and MTF.

### **WITHDRAWN (W GRADE)**

Not included in the GPA calculation or credits attempted in the ROP and MTF (grade is given when a student does not start a course).

### **WITHDRAWN PASSING (WP GRADE)**

Not included in the GPA calculation but counts as credits attempted but not as credits earned in the ROP and MTF..

### **WITHDRAWN FAILING (WF GRADE)**

Included in the GPA calculation as a failing grade and counts as credits attempted but not as credits earned in the ROP and MTF.

Repeat Courses: The unsuccessful attempt grade remains in the GPA calculation until the course is completed with a passing grade, at which point only the passing grade is included in the GPA calculation. All course attempts are included in the ROP and MTF.

## **IMPACT OF PROGRAM TRANSFERS OR ADDITIONAL DEGREES ON SATISFACTORY ACADEMIC PROGRESS**

Should a student be approved to transfer from one program of study to another or wish to obtain an additional degree, the student's prior coursework will be treated as completed credits within the new program only if the courses are part of the new program of study as outlined in the catalog. In such cases, attempted and completed credits will be considered in determining satisfactory academic progress from the CGPA, ROP, and maximum allowable timeframe.

## **RETURN OF FEDERAL TITLE IV AID**

If a federal aid (Title IV) recipient either officially or unofficially withdraws, The Los Angeles Film School (LAFS) must perform a Return to Title IV (R2T4) calculation to determine the percentage of federal aid that the student has earned for the semester based upon the portion of the semester completed as of the withdrawal date. For official and unofficial withdrawals, the LAFS Registrar will determine the withdrawal date that is equal to the student's last date of attendance (LDA) using LAFS's attendance records. The withdrawal date is used to determine the percentage of the semester that the student completed prior to withdrawal. This percentage is the basis of the R2T4 calculation to determine the amount of federal aid the student earned for the semester and what must be returned or disbursed. This calculation must be performed by LAFS within 30 days of the date the institution determines that a federal aid recipient student has withdrawn.

### **R2T4 FORMULA**

LAFS will determine the percentage of the semester completed by calculating the total number of days the student completed in the semester by counting the number of days between the first day of the semester through the withdrawal date and dividing that by the number of days in the semester, which is the number of days between the first and last day of the semester. Both of these day counts shall exclude any scheduled breaks of five days or more and days on an approved leave of absence during the semester. The resulting percentage is applied to the amount of eligible federal aid disbursed and pending for the semester. This is the amount of federal aid earned for the semester.

For example, if the student completed 20 days of a 100-day semester, the student would earn 20% of the federal aid for that period and the unearned 80% would need to be returned to the appropriate federal programs.

If a student withdraws on or before completing sixty percent (60%) of the semester, LAFS will return the unearned portion of the federal aid funds awarded to the appropriate federal aid program within 45 days of the date LAFS determined the student withdrew. If the portion of the semester completed is greater than 60 percent, the student has earned 100% of the eligible federal aid for the semester.

### **INSTITUTIONAL CHARGES**

LAFS is also required to apply this earning percentage to the amount of institutional charges for the semester and if the unearned institutional charges are less than the unearned federal aid, the institution is only required to return the unearned portion of the institutional charges. This can happen in situations where the student received excess federal aid for living expenses or other non-institutional costs. The calculation of unearned institutional charges is different than the institution's tuition refund policy, which will also be calculated to determine the student's tuition obligation. After the application of both refund policies, the student may owe a tuition balance for charges that were originally paid by federal aid.

## OVERPAYMENTS

If LAFS pays a refund based on unearned institutional charges, this is less than the unearned portion of the federal aid and the student may owe the difference as an overpayment to the U.S. Department of Education. LAFS will notify the student within 30 days regarding how much is owed in an overpayment, how it is to be returned, and in what timeframe. If an overpayment is not repaid, the student will lose access to further federal aid until the overpayment is resolved.

## POST-WITHDRAWAL DISBURSEMENTS

In some cases, eligible federal aid is delayed and not disbursed to the student's account as of the withdrawal date. This can occur for a variety of reasons, but these funds are usually included in the R2T4 calculation as "could have been disbursed" funds. If it is determined that any of these pending funds are earned and eligible for disbursement after withdrawal, they will be offered in writing to the student/parent as a post-withdrawal disbursement. The student or parent must authorize the post-withdrawal disbursement of Direct Loan funds before the funds can be posted to the student's account. The student/parent must accept these funds within 14 days of notification.

## SPECIAL RULE FOR SEMESTERS WITH MODULES

There are special withdrawal rules for a semester that has modules (courses that do not span the entire length of the semester). A student is not considered withdrawn for federal aid purposes if at the point of ceasing participation in the semester, the student:

- *successfully completes 49% of the days in the semester,*
- *earned half-time credits (6 semester credits) during the semester, or*
- *completes all of the program requirements and is considered a graduate.*

For days to count toward the 49% requirement, the student must receive a passing grade in at least one course that spans an entire module.

If the student meets any of these conditions, the student is not considered to be withdrawn for federal aid purposes, and all aid received for the semester is retained. If grades for the semester are not received within 30 days from the date LAFS determines the student ceased participation, the student will be processed an R2T4 calculation. If a passing grade is received at a subsequent point, LAFS will reevaluate the student's withdrawn status and may reverse the R2T4 calculation and refund payments.

### **Credit Balance Payments**

If the student has a Title IV credit balance upon withdrawal, it will not be paid to the student until after the return to Title IV fund calculation is performed to determine if the funds are earned. If the student's account has a credit balance after the completion of the R2T4 calculation, the resulting credit balance will be refunded to the student as soon as possible and no later than 14 days after the completion of the R2T4 calculation.

## REPAYMENT OF TITLE IV FUNDS

If a student withdraws and the R2T4 calculation shows that the student has been disbursed more federal aid than has been earned through the withdrawal date, LAFS is required to return the unearned federal aid funds to the federal programs from which the student received funds within 45 days of the date LAFS determined the student withdrew in the following order:

- *Direct Unsubsidized Loan*
- *Direct Subsidized Loan*
- *Direct PLUS Loan*
- *Federal Pell Grants*

- *Iraq and Afghanistan Service Grants*
- *FSEOG*
- *TEACH Grants*

## **OFFICIAL WITHDRAWAL**

Students who wish to withdraw from the school must do so in writing. Students may fill out a withdrawal form in person with the assistance of their Student Advisor (located on the 1st Floor of Building 2, 6353 Sunset Blvd.) or send written notice by email to [advising@lafilm.edu](mailto:advising@lafilm.edu) (campus students) or [onlineadvising@lafilm.edu](mailto:onlineadvising@lafilm.edu) (online students) or mail to: Student Records Department, The Los Angeles Film School, 6353 Sunset Blvd., Hollywood, CA 90028.

Responsibility for providing a notice of withdrawal rests entirely with the student. Any money owed to the school is due on the effective date of the withdrawal. Refunds, if any, will be paid in accordance with the Refund Policies set forth in the catalog and enrollment agreement. The date of determination of withdrawal will be the date the student notifies the school of his or her intent to withdraw or the effective date indicated by the student, whichever is later. The withdrawal date will be the date the Registrar determines as the last date of attendance using attendance records.

## **UNOFFICIAL AND ADMINISTRATIVE WITHDRAWAL**

The school may withdraw students for any of the following reasons.

- *Student stops attending all courses in a semester for a period of 14 days.*
- *Student has all unearned grades for a semester and was not withdrawn for lack of attendance.*
- *Student fails to maintain Satisfactory Academic Progress and is not on warning, probation, or ARP status.*
- *Student fails to return as scheduled from an interruption of training (IOT).*
- *Student fails to reconcile their financial accounts in a timely manner.*
- *Student fails to comply with the school's policies, rules, and standards.*
- *Student violates the Student Code of Conduct.*

The date of determination of withdrawal will be the date that the school withdraws the student. The withdrawal date will be the date the Registrar determines as the last date of attendance using attendance records.

# REQUIREMENTS FOR ADMISSION

Applicants must submit the following to be considered for admission:

- **Application for Admission.** Applicants must submit the completed application and fulfill all the requirements therein.
- **Online Readiness Assessment.** Students applying to distance learning programs are required to complete an Online Readiness Assessment. The assessment asks a comprehensive series of questions to determine whether the student is prepared for distance learning programs.
- **High School Graduation or the equivalent.**
  - ◇ The Los Angeles Film School requires all applicants to have completed high school and received a standard high school diploma or an equivalent credential. The following are acceptable for fulfilling this requirement:
    - \* Standard High School Diploma.
    - \* General Educational Development (GED) passing test scores and/or the GED diploma, other equivalent, state-approved diploma examination scores.
    - \* Completion of an associate's or higher-level degree from an accredited postsecondary educational institution recognized by the U.S. Department of Education.
    - \* Confirmation that the applicant has successfully completed the California HiSET (high school equivalency test) received directly from the testing center.
    - \* Home School. Documentation of the completion of secondary school through homeschooling as defined by applicable state law and the student satisfies compulsory school attendance requirements in California or is exempt from such requirements.
    - \* Documentation of successful completion of a state-authorized examination from a state other than California that the jurisdiction recognizes as the equivalent of a high school diploma; or
    - \* For non-U.S. transcripts or diplomas, an evaluation prepared by a professional foreign academic credential evaluation and translation service to confirm that prior training is equivalent to the prerequisite for admission.
- **High School Completion Documentation.**
  - ◇ Applicants must provide documentation of high school completion or the equivalent prior to starting a program.
  - ◇ The Los Angeles Film School may request additional documentation to verify the successful completion of high school (such as, but not limited to, student transcripts) and/or to assess the preparation provided by the issuing institution.
  - ◇ In all cases, The Los Angeles Film School retains the sole discretion to determine whether or not the secondary training completed by the applicant is sufficient to satisfy the high school graduation admission requirement.
  - ◇ Applicants who are unable to provide high school completion documentation due to the unavailability of academic records (such as a natural disaster or closure of the issuing institution) will be considered on a case-by-case basis. Factors for consideration may include, but are not limited to, confirmation from a reliable authority that the institution cannot produce the records or that the records are not attainable.



- **Validity of High School Completion Documentation.** *Additional documentation is required if The Los Angeles Film School has reason to believe that the high school diploma provided by the applicant is not valid or was not obtained from an entity that provides secondary school education.*
  - ◊ *The Los Angeles Film School will request additional documentation to verify the successful completion of high school (such as, but not limited to, student transcripts) and/or to assess the preparation provided by the issuing institution.*
  - ◊ *The institution, from which the high school diploma was earned, must provide documentation that confirms the validity of the student's diploma.*
  - ◊ *Confirmation or documentation from a relevant department or agency, in the state in which the secondary school is located, that the secondary school is recognized as a provider of secondary school education must be provided.*
  - ◊ *If applicable, confirmation of current accreditation from a recognized agency must be provided.*
  - ◊ *In all cases, The Los Angeles Film School retains the sole discretion to determine whether or not the secondary training completed by the applicant is sufficient to satisfy the high school graduation admission requirement.*
- **Prior College Degree.** *For any bachelor's degree completion program, applicants must also submit an official college transcript issued from the institution to LAFS, documenting completion of an associate degree from an institution accredited by an agency recognized by the U.S. Department of Education or the equivalent.*
- **Government Issued Photo Identification.** *Applicants must submit a government issued photo ID. The following are examples of photo identification that are accepted by the school:*
  - ◊ *Copy of a Valid State Issued Driver's License*
  - ◊ *Copy of a Valid State Issued Identification Card*
  - ◊ *Copy of a Valid Passport*

**Note:** Copies of military identification cards are not accepted.

## APPLICATION

A complete application for admission must be submitted either online through the school's application portal ([apply.lafilm.edu](https://apply.lafilm.edu)) or in person (Admissions Department, 6353 Sunset Blvd., 1st Floor, Hollywood, CA 90028) in order for a student to be considered for admission. No student is guaranteed admission and LAFS reserves the right, in its sole discretion, to approve or deny an application for admission consistent with applicable laws and requirements. The Los Angeles Film School does not discriminate against students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin. Prospective students are encouraged to visit the school and/or attend a webinar prior to or during their preferred program of study. Arrangements for a tour of the school may be made by contacting the Admissions Department or scheduling directly via the website.

The school reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success and deny admission to applicants who cannot demonstrate that they are capable of successfully completing and benefiting from the program, are prepared for postsecondary coursework, or lack interest in the program of study. In all cases, LAFS retains the sole discretion to determine whether or not the prior secondary or postsecondary training completed by the applicant is sufficient to satisfy the admissions requirements.

## MINIMUM AGE

Provided the applicant possesses one of the required forms of high school completion documentation listed above, there is no minimum enrollment age. However, the student must be of legal age at the LAFS program graduation date to be eligible to work within the chosen profession. A parent of an applicant under 18 years old must sign the applicant's enrollment agreement.

## ENGLISH LANGUAGE PROFICIENCY

All applicants whose first language is not English must also demonstrate competence in the English language. This requirement can be satisfied if the applicant **(a)** has successfully completed coursework in high school in the United States; **(b)** submits a diploma from a secondary school in a system in which English is the official language of instruction; **(c)** has completed an American standardized test (SAT, ACT, or GRE) exam evidencing English comprehension; or **(d)** has completed one or more years of postsecondary education at an English-speaking institution and can demonstrate completed coursework in English courses. If the applicant does not meet one of the English language proficiencies listed above, the applicant must provide the minimum acceptable proof of English language proficiency through one of the following:

### ***Associate's and Full Bachelor's Degree Programs (with the exception of the Bachelor's of Entertainment Business and the Bachelor's of Entertainment Business Completer programs)***

Presenting the Level 110 certificate of completion of ELS coursework or official documentation from an accredited ESL program that the applicant has completed an equivalent college-level English language program, or presenting an official minimum score on one of the following English proficiency exams:

- *A score of 61 on the Test of English as a Foreign Language (TOEFL) internet-based (iBT);*
- *A score of 6.0 on the International English Language Testing System (IELTS); or*
- *A raw score of 66 and an adjusted score of 81 on the Michigan Test of English Proficiency (MTEP).*

### ***Bachelor's of Entertainment Business and Bachelor's of Entertainment Business Completer Degree Programs***

Presenting the Level 112 certificate of completion of ELS coursework or official documentation from another accredited ESL program that the applicant has completed an equivalent advanced college-level English language program or presenting an official minimum score on one of the following English proficiency exams:

- *A score of 79 on the Test of English as a Foreign Language (TOEFL) internet-based (iBT); or*
- *A score of 6.5 on the International English Language Testing System (IELTS)*

## PHYSICAL REQUIREMENTS

Students' educational training takes place in a variety of production environments, including classrooms, sound stages, off-campus locations, project studios, computer labs and environments used for distance learning. While performing various activities in classes and labs, students are required to verbally communicate effectively with other students and instructors, and interact appropriately with computer systems, audio, video, lighting, and other production equipment as necessary. While enrolled, students may be subject to bending, reaching, kneeling, stooping, and lifting up to thirty **(30)** pounds. Students must therefore meet minimum physical requirements in order to perform the essential duties required to successfully complete their program. Applicants should contact the ADA Coordinator for the list of specific requirements for their selected degree program.

## ADDITIONAL REQUIREMENTS FOR ONLINE PROGRAMS

Applicants to distance education/online degree programs must have a computer during the initial months of the program that allow access to our Learning Management System (LMS) and corresponding materials along with reliable high-speed Internet connection.

## STATE AUTHORIZATION DISCLOSURE FOR ONLINE STUDENTS

LAFS is authorized to enroll students residing in some U.S. states and territories in its online degree programs. A list of the states where LAFS can accept students for enrollment in online degree programs is located at [www.lafilm.edu/accreditation](http://www.lafilm.edu/accreditation). If a student enrolled in an online program is going to move from an approved state to a non-approved state, he or she must notify LAFS as far in advance as possible. LAFS cannot guarantee that a student's new home state will allow the student to complete his/her program at LAFS. If the new home state does not recognize or approve LAFS to offer instruction via distance education in their state, the student will be administratively withdrawn. Administratively withdrawn students are still responsible for the tuition and fees incurred for the portion of the program completed prior to withdrawal.

## INTERNATIONAL STUDENT ADMISSIONS

All international students must meet the same admissions standards as all other students (please refer to Admissions Requirements above). International students applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status (Form I-20) must meet the additional requirements listed below. LAFS requires nonimmigrant students present in the United States under a Visa Waiver, B-1, and B-2 status to change to F-1 or another qualifying status prior to enrolling in programs of study (other than avocational or recreational courses).

**Important International Student Disclosure** – International students attending LAFS under F-1 visas are required to maintain a “full course of study” during each academic term of their programs of study. This is defined as a minimum of 12 credits per 16-week semester. No more than 1 online course or 3 online credits per semester may be counted toward meeting the “full course of study” requirement.

THIS SCHOOL IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NONIMMIGRANT ALIEN STUDENTS.

## ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP

International students requiring Form I-20 must submit the following items in addition to the standard documents required for admission:

- *Original or official copies of all educational transcripts and diplomas (secondary and postsecondary, if applicable).*
- *English language translation(s) of education transcripts and diplomas, if applicable.*
- *For non-U.S. transcripts or diplomas, an evaluation prepared by a professional foreign academic evaluation and translation service to confirm that prior training is equivalent to the prerequisite for admission.*
- *Proof of English Language Proficiency (see English Language Proficiency Policy above).*
- *Proof of financial responsibility to cover costs of tuition and fees and living expenses for at least one academic year (official bank statements, Sponsor's Statement of Support, if required). Please note that all fees must be paid in United States currency.*

Applicants for a campus-based degree program are required to obtain the proper visa in order to study full time. Nonimmigrant applicants residing in the United States at the time of application must submit a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I-94 arrival/departure record (both sides). Nonimmigrant applicants residing in the United States at the time of application in either F, M, or J nonimmigrant classification must submit written confirmation of nonimmigrant status at the previous school attended before transferring to the school.

*Effective June 2023*

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