

Readmission

Students who were previously enrolled at Adler University but withdrew from their degree program or were administratively withdrawn may submit a new application for admission, no less than one year from the date of withdrawal, and will be evaluated according to current admission requirements. If readmitted, applicants/students are subject to the program requirements in effect at the time of the new application. This also applies to students who seek to return to the University following a withdrawal in good standing.

When previously withdrawn students are granted readmission to Adler University, or when alumni apply for admission to a different program, a case-by-case review of the student's prior academic record will be done to determine whether credit can be granted for formerly completed coursework. Many factors are pertinent to the University's determination to give credit for previously completed coursework, including but not limited to: (1) the length of time that has passed since the coursework was originally completed; (2) the grade earned in the course; (3) the performance evaluation completed by the student's Faculty Advisor/ supervisor; and (4) curriculum changes that may have occurred and been formally instituted since the student's withdrawal from the University. There are no fixed and absolute rules regarding granting credit for previously completed coursework. Instead, a formal review of the unique academic and training history of each applicant will occur, and a determination will be made at the discretion of the Admissions Committee in consultation with the Program Director. A formal audit of previously completed coursework will be undertaken only after enrollment in a degree program.

Transfer Credit

A student accepted for admission may be granted transfer credit for graduate-level courses previously taken at another accredited institution within the last five years. Upon enrollment into a degree program, a review of the student's unique academic history will occur, and a determination about granting transfer credit will be made at the discretion of the University. Requesting transfer credit is an extensive process that involves a review of previous academic work, including syllabi and grades earned. It is Adler University policy that transfer credit must be requested with all supporting documentation received by the end of the second semester of enrollment.

Transfer of credit is subject to the following conditions:

- Transferred course credit is restricted to graduate-level courses from recognized and regionally accredited degree-granting institutions.
- Completed course matches 80 percent of the content of the course requirement.
- Number of credits earned for the completed course matches or exceeds number of credit hours for the requested course.
- Transfer of credit is not granted for practicum or internship.
- Transfer of credit is granted only for courses in which the grade earned was a B or higher. Pass/fail or credit/no credit courses are ineligible.
- No credit will be transferred for coursework that is more than five years old.

A maximum of 12 credit hours from other accredited institutions may be transferred into a master's program; a maximum of 24 credit hours may be transferred into Adler University doctoral programs. Students will be charged a transfer of credit fee for each course evaluated for transfer consideration. Please reference the current schedule of fees and tuition schedule for transfer of credit fee information.

ACADEMIC POLICIES AND PROCEDURES – CHICAGO CAMPUS

Attendance

This policy establishes the obligations of students to adhere to class attendance standards. Students are responsible for maintaining regular and punctual attendance for each class session. Students who expect to miss or arrive late for class should notify the instructor in advance. Students who miss more than two unexcused class sessions, or an accumulation of five hours of class time, due to late arrival or tardiness, may receive a grade of F (fail) and may be required to repeat the course. Students whose absence or tardiness affects the quality of their work, or the work of the class, may be given a lower grade at the discretion of the faculty instructor.

Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester may receive a grade of NC (no credit) and may be referred to the appropriate Student Development Committee for review.

Application of the Attendance Policy

This policy establishes the obligations of students to adhere to class attendance standards and the rights of instructors to give students lower or failing grades for breaches of the policy.

Instructors consider extenuating circumstances and/or student accommodation needs when applying the class attendance policy and therefore, have some discretion in providing accommodations to students whose attendance breaches the standard. Thus, instructors may develop an alternative plan for students who are unable to comply with the attendance policy, but only if the plan enables the student to meet the course exit competencies.

In accordance with Title IX of the Education Amendments Act of 1972, the University does treat pregnancy (including, but not limited to, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) and related conditions as a justification for which no penalty may be imposed for absences deemed medically necessary by the student's physician. Requests for excused absences related to pregnancy or related conditions should be directed to the student's instructor(s), and questions about Title IX should be directed to the University's Title IX Coordinator. Appropriate documentation from the student's physician specifying the length of absence needed for pregnancy or related conditions may be required in order to consider absences excused. At the conclusion of such excused absences, the student shall resume the status held at the time the absences began.

Accommodations due to pregnancy or related issues may need to be made in situations where an extended leave is medically necessary.

Statement of Student Responsibilities

Adler University expects students to:

1. Adhere to all applicable University policies and procedures
2. Uphold University rules applicable to conduct both in on-campus and off-campus settings, including clinical, field, internship, in-service, and other activities
3. Abide by local, state, and federal laws
4. Maintain academic honesty and integrity
5. Comply with ethical and professional standards applicable to their program of study
6. Contribute actively to the process of learning, including complying with attendance or participation requirements, completing assignments, and preparing for class
7. Conduct themselves in an ethical, professional, and civil manner
8. Demonstrate respect for the rights of others
9. Regularly monitor their student accounts