

the PSYD program. Qualified professionals may take courses as SAL/NDS students for continuing education credit or for professional enrichment, as long as they meet the minimum eligibility for admission. Graduate students in psychology-related degree programs at other regionally accredited institutions bear the responsibility of verifying with their home institutions whether Adler courses will be transferred back and accepted for credit.

Applicants for SAL/NDS status must submit a completed application, nonrefundable \$50 application fee, an autobiographical essay/personal statement, a resume or curriculum vitae, and official transcripts from all undergraduate and graduate schools attended. Applications will be reviewed by the Admissions Committee, and acceptance to take courses in a program will be authorized by the Program Director. Prospective students will not be allowed to register until they have been approved for admission as an SAL/NDS student. If admitted as SAL/NDS, a student may complete a maximum of nine credits within one academic year and must comply with all prerequisites and course requirements as given in the Adler University Catalog. The course selection will need to be authorized by the Program Director, who can deny access to particular courses (e.g., clinical courses).

Graduates of Adler University degree programs who are approved as SAL/NDS students may take up to 18 credits within one academic year. SAL/NDS students are not eligible for financial aid and may not enroll in courses that are reserved for students fully admitted to particular degree programs. Appropriate courses taken for credit may apply toward completing a degree for SAL/NDS students who are admitted to a degree program within one year of completing SAL/NDS courses. Successful completion of coursework, however, does not guarantee admission to a degree or certificate program. A student-at-large whose application to a degree or certificate program has been denied may not enroll in further courses or continue as a student-at-large.

Because students-at-large are limited to a total of nine credit hours of coursework within one academic year, persons who plan to pursue a degree or certificate program should apply for admission at the earliest opportunity. Students-at-large who have completed nine credit hours of courses may not register for additional courses until such time as they have been formally admitted to a degree or certificate program. Those who seek admission to a degree or certificate program within one year of completing their last course as SAL/NDS students, will not be required to pay an additional application fee for the admissions application, but they will be required to submit additional information as is required to make that degree program application complete.

Changing or Adding Programs

Doctoral students may apply to add a master's degree program, and master's degree students may apply to change from one Adler University master's degree program to another by submitting the appropriate application forms. Students must satisfy admission requirements for the degree or certificate program at the time of application to the new program. Acceptance into and/or successful completion of one degree or certificate program neither constitutes, nor guarantees, admission to another program. A particular master's degree program can limit or restrict changes/transfers into their programs.

Master's degree students who wish to apply to a doctoral program are encouraged to have completed at least 24 credit hours of graded coursework and be actively engaged in a clinical practicum before applying. Students are required to submit a doctoral program application, meeting all deadlines and requirements of that program (please see above). Students from master's programs who have been accepted to a doctoral program must complete all requirements for their master's degree no later than one year after acceptance.

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 (assuming their administrative withdrawal did not prohibit readmission). 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 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 into a degree program.

Transfer Credit

Students accepted for admission may be granted transfer credit for graduate-level courses previously taken at another accredited institution. Upon enrollment into a degree program, a review of the unique academic and training history will occur, and a determination 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 (for the PSYD program, transfer credit applications are only accepted prior to commencement of the degree and following acceptance and deposit by the student).

Transfer of credit is subject to the following conditions:

1. Transferred course credit is restricted to graduate-level courses from recognized, regionally accredited degree-granting institutions.
2. Completed course matches at least 80 percent of the content of the course requirement.
3. Number of credits earned for the completed course matches or exceeds number of credit hours for the requested course.
4. Transfer of credit is not granted for practicum or internship.
5. 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.
6. Rarely will credit 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, and a maximum of 24 credit hours may be transferred into the Doctor of Psychology (PSYD) in Clinical Psychology program. Transfer credit decisions evaluated for the PSYD involve use of additional criteria that are clarified in the PSYD Transfer Credit policy that is shared with accepted and deposited students. 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.