

Academic Policies
Financial Services Policies
Academic Resources
Student Services

Walden University
Student
Handbook
2010–2011

WALDEN UNIVERSITY

www.WaldenU.edu/catalog

Walden University

Student

Handbook

2010–2011

The *Walden University Student Handbook* is the primary resource for academic policies and procedures, academic and student resources, and financial services policies for Walden students. The handbook is available only on this Web site.

Students who are admitted for, and enrolled during, the 2010–2011 academic year are subject to the policies and procedures described in this *Walden University Student Handbook*. The university reserves the right to change any provision, offering, requirement, or fee at any time within the student’s enrollment period.

Neither the provisions of this *Walden University Student Handbook* nor the acceptance of students to the university through the admission, enrollment, and registration processes constitutes a contract or an offer of a contract. The university further reserves the right to require a student to withdraw from the university for cause at any time.

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Walden University is accredited by The Higher Learning Commission and a member of the North Central Association, www.ncahlc.org; 1-312-263-0456.

Walden University practices a policy of nondiscrimination in admission to, access to, and employment in its programs and activities. Walden does not discriminate on the basis of race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, sexual orientation, or other legally protected status.

Walden is committed to providing barrier-free access to its educational services and makes appropriate and reasonable accommodations when necessary. Students requesting accommodations per the Americans with Disabilities Act (ADA) must contact the Office of Disability Services at disability@waldenu.edu.

Walden University publications, including the Catalog and Student Handbook, represent current curricula, educational plans, offerings, requirements, tuition, and fees. These may be modified or discontinued from time to time in the university’s sole discretion to carry out the university’s purposes and objectives. Neither the provisions of this document, nor the acceptance of students through registration and enrollment in the university, constitutes a contract or an offer of a contract.

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Walden University provides a diverse community of career professionals with the opportunity to transform themselves as scholar-practitioners so that they can effect positive social change.

—Walden University Mission

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Introduction and Legal Information

About Walden University

Walden University is an accredited institution that for nearly 40 years has provided an engaging learning experience for working professionals. Our mission of producing scholar-practitioners has attracted a community of extraordinary students and faculty, all sharing a common desire to make a positive social impact—to make a difference.

Highlights of Walden's commitment include

- **Diverse and comprehensive core curriculum:** Walden University provides students the intellectual foundation necessary to see the interrelationships among the central ideas and means of expression that are specific to the disciplines. This foundation supplies a context for knowledge and makes possible the cross-fertilization of ideas to enhance creativity, innovation, and problem-solving.
- **Student-centeredness:** Walden's faculty and staff are devoted to helping students balance their education with their personal and professional lives. Walden's library, tutoring, and other student services also provide essential resources.
- **Real-world application:** Degree programs are developed by scholar-practitioners who continually assess courses to make sure they are current and relevant.
- **International perspectives:** Walden University is part of the Laureate International Universities global network of 43 accredited campus-based and online universities in 20 countries, serving nearly half a million students on more than 100 campuses around the world. Students in the *Laureate International Universities* network have an unprecedented opportunity to expand their international outlook and gain insights that they can apply directly to their professions.
- **Positive social change:** Walden believes that knowledge is most valuable when put to use for the greater good. Students, alumni, and faculty are committed to improving the human and social condition by creating and applying ideas to promote the development of individuals, communities and organizations, as well as society as a whole.
- **Scholar-practitioner model:** Walden's goal is to help students become scholar-practitioners by challenging them to integrate scholarly research with their own expertise as skilled practitioners in their fields.

History

"The scenery of Walden is on a humble scale, and, though very beautiful, does not approach to grandeur, nor can it much concern one who has not long frequented it or lived by its shore; yet this pond is so remarkable for its depth and purity as to merit a particular description."

—Henry David Thoreau, Walden (1854)

“Evidence for the failure of higher education is all around us,” wrote Harold L. “Bud” Hodgkinson in a 1969 issue of the journal *Soundings*. “Many of our brightest students are telling us that higher education is insulating them from reality rather than assisting them to peel off its infinite layers.” Though more a critique of the academy than a blueprint for a new institution, “Walden U.: A Working Paper” helped inspire the university that bears the name made famous by Henry David Thoreau.

As Hodgkinson was writing about the need for change in higher education, two New York teachers, Bernie and Rita Turner, fresh from graduate work at the New School for Social Research, were becoming interested in effecting social change by developing a new kind of institution for higher education: one that focused on significant problems affecting society from the vantage point of the professional and one that permitted professionals the opportunity to continue working while earning a degree. Thus, Walden University was born.

Walden began by offering a Doctor of Education (Ed.D.) degree focused on dissertation research for midcareer professionals who had postponed finishing their doctoral degrees. Conferring its first degree in 1971 and implementing a formal curriculum in 1977, Walden provided learner-centered programs to professionals in education, business, and government who pursued doctoral degrees in related disciplines, including health and human services. In 1982, Walden’s academic office moved from Bonita Springs, Fla., to Minneapolis, Minn., in an effort to gain accreditation in a region that nurtures innovative education. The North Central Association of Colleges and Schools granted Walden University full regional accreditation status in 1990.

After more than 20 years with the university, satisfied that it was well-established, the Turners decided it was time to move on. Don Ackerman, a partner in a venture capital firm in Florida, became the university’s owner and chairman of the board in 1992. It was at this time that today’s Walden began to emerge as an online university with curricula that emphasized a scholar-practitioner philosophy: applying theoretical and empirical knowledge to professional practice with the goal of improving organizations, educational institutions, and whole communities.

To further advance access to higher education, in 1995, Walden offered its first master’s degree, the Master of Science in Educational Change and Technology Innovation. The web-based Ph.D. in Psychology program was introduced in 1997, and after a rigorous 2-year self-study process, the North Central Association reaccredited the university for 7 years in 1998.

In February 2002, following the transfer of majority interest in Walden University from Ackerman to Sylvan Ventures, the university began changing from a graduate institution to a comprehensive university, offering bachelor’s, master’s, and doctoral degrees. In 2004, Ackerman sold his remaining interest in Walden to Laureate Education, Inc. (formerly Sylvan Learning Systems, Inc.).

In January 2005, Walden University merged with National Technological University, an online engineering graduate school also owned by Laureate Education, Inc., providing the university reach into another major profession in need of access to high-quality education. With this change in ownership, the university has made significant improvements in its infrastructure, its faculty, and its student services. Walden was reaccredited by the North Central Association for another 7 years in 2005. The university’s curriculum for the master’s program in nursing was accredited by the Commission on Collegiate Nursing Education in 2006.

Each year, the university continues to expand its offerings, with new programs recently added in education, psychology, healthcare, public administration, and management. In 2008, Walden

named its College of Education in honor of Richard W. Riley (the former Secretary of the U.S. Department of Education) and launched teacher preparation and special education endorsement programs.

To support its mission to increase access to higher education for working adults, in 2008 Walden launched full bachelor’s programs in such areas as business administration, child development, and psychology. Walden also created a third online peer-reviewed journal: the *Journal of Social, Behavioral, and Health Sciences*. Similar to Walden’s other two journals, the *Journal of Social Change* and the *International Journal of Applied Management and Technology*, this journal promotes research findings and encourages dialogue between scholars and practitioners.

In 2009, Walden’s M.S. in Mental Health Counseling received accreditation by the Council for Accreditation of Counseling and Related Educational Programs. Walden also introduced additional technology to better address the needs of its students. Services include a fully digital library, a Career Services Center with practical online tools, Virtual Field Experiences™ (VFE®), and MobileLearn™, which enables students to download course content for use on mobile devices.

Today, the university’s academic programs are organized under the following academic units:

Walden University’s Academic Structure
Center for Undergraduate Studies
The Richard W. Riley College of Education and Leadership
College of Health Sciences <ul style="list-style-type: none"> • School of Health Sciences • School of Nursing
College of Management and Technology <ul style="list-style-type: none"> • NTU School of Engineering and Applied Science • School of Management
College of Social and Behavioral Sciences <ul style="list-style-type: none"> • School of Counseling and Social Service • School of Psychology • School of Public Policy and Administration

Walden’s academic offices are located in Minneapolis. The administrative offices are headquartered in Baltimore and provide university support services, including student recruitment, admissions, outreach, finances, and financial aid; new-program and electronic-classroom development; learning-platform support and help desk; project management; human resources; web and software applications development and support; and information technology infrastructure development and support.

Vision, Mission, and Goals

Vision

Walden University envisions a distinctively different 21st-century learning community where knowledge is judged worthy to the degree that it can be applied by its graduates to the immediate solutions of critical societal challenges, thereby advancing the greater global good.

Mission

Walden University provides a diverse community of career professionals with the opportunity to transform themselves as scholar-practitioners so that they can effect positive social change.

Goals

- To provide multicontextual educational opportunities for career learners.
- To provide innovative, learner-centered educational programs that recognize and incorporate the knowledge, skills, and abilities students bring into their academic programs.
- To provide its programs through diverse process-learning approaches, all resulting in outcomes of quality and integrity.
- To provide an inquiry/action model of education that fosters research, discovery, and critical thinking and that results in professional excellence.
- To produce graduates who are scholarly, reflective practitioners and agents of positive social change.

University Values

Quality • Integrity • Student-Centeredness

College and School Mission and Vision Statements

The Richard W. Riley College of Education and Leadership Mission and Vision

Vision

The Richard W. Riley College of Education and Leadership fosters a dynamic and diverse network of educational leaders who seek to support learners globally by leveraging the power of teaching and technology and who are committed to the pursuit of positive social change through education.

Mission

The Richard W. Riley College of Education and Leadership provides access to high-caliber programs that prepare learners as scholar-practitioners and leaders who can inspire, influence, and impact their diverse communities by helping to meet the challenges and opportunities of education worldwide.

College of Health Sciences Mission and Vision

Vision

To be recognized as a preeminent college of health sciences producing innovative leaders who engage in critical and creative thinking to address the health needs of local and global communities through the delivery of health care services, research and education.

Mission

To offer academic programs in the health sciences using a scholar-practitioner model to prepare health professionals who embrace social change, critical thinking, and evidence-based decision-making and action and who contribute to the physical, social, mental, emotional and spiritual well-being and greater good of individuals and local and global communities.

School of Health Sciences Mission and Vision

Vision

The School of Health Sciences envisions healthy communities defined by physical, social, mental, emotional, and spiritual well-being, free from illness, disease, and injury which cause suffering, premature death, and diminished quality of life.

Mission

The School of Health Sciences provides innovative educational programs using a scholar-practitioner model to equip a diverse array of learners as social change agents who will promote, educate, motivate, and advocate for healthy communities.

School of Nursing Mission and Vision

Vision

The School of Nursing envisions recognition as a preeminent 21st-century school of nursing in which the contributions of nursing, health, and related sciences will transform the provision of nursing services along the continuum of care and across the human life span to meet the needs of individuals and local and global communities.

Mission

The School of Nursing provides academically rigorous and culturally and contextually relevant educational programs, based in the scholar-practitioner model, for a diverse array of nursing professionals seeking enhancement of critical thinking skills, abilities to select and implement evidence-based practices, and core and specialty nursing knowledge in order to transform society.

College of Management and Technology Mission and Vision

Vision

To be recognized as a 21st century leader in management and engineering higher education to influence social change and societal advances.

Mission

To educate students to think critically and to create or apply knowledge of management or engineering for the benefit of society and individual.

NTU School of Engineering and Applied Science Mission and Vision

Vision

To be an engineering school offering degrees across all engineering disciplines and across all tertiary educational levels, whose graduates use the education they gain to benefit society and the individual and to fulfill their professional responsibilities, with distinction.

Mission

To provide students with an excellent education in engineering and in how to think critically and systemically.

School of Management Mission and Vision

Vision

To create an innovative and engaging learning experience that provides learners with the opportunity to utilize their acquired knowledge to become globally competent and ethical leaders for the benefit of their communities, organizations, and the world.

Mission

To educate and prepare career professionals to be global citizens who are effective leaders, managers, and scholar-practitioners.

College of Social and Behavior Sciences Mission and Vision

Vision

The College of Social and Behavioral Sciences aims to provide students with the highest quality education by offering programs that focus on building skills in critical thinking and research that have applications for diverse communities. The college envisions preparing graduates who demonstrate a strong commitment to social change through the inquiry, discovery, and utilization of their knowledge and skills, and who will enrich and advance the lives of those around them.

Mission

The College of Social and Behavioral Sciences provides culturally and contextually relevant education programs based on the scholar-practitioner model. Designed to appeal to a diverse array of learners, the programs are designed to enhance their professional opportunities and ability to act as social change agents.

School of Counseling and Social Service Mission and Vision

Vision

The School of Counseling and Social Service envisions a future where students and faculty join together as scholars-practitioners to apply their acquired and generated knowledge to solve critical social problems in such a way as to promote positive social change in a global community.

Mission

The School of Counseling and Social Service is dedicated to preparing adult learners as scholar-practitioners and agents who promote positive social change in the human services professions. Students are mentored by a global faculty community of doctoral level scholars with a breadth of personal and professional experience. Graduates will be equipped with knowledge of contextually and culturally relevant applications and action-oriented research skills that which enhances their abilities to excel in unique practice environments.

School of Psychology Mission and Vision

Vision

The School of Psychology envisions creating a community of competent and ethical professionals with strong critical thinking skills and ability to work in a diverse, global community. We envision our graduates to have a commitment to social justice and social change through the inquiry, discovery, and application of their knowledge and skills, thereby positively influencing human experiences throughout the world.

Mission

The School of Psychology provides educational programs based in the scholar-practitioner model dedicated to improve the human experience within a global community. Graduates demonstrate critical thinking, acquire a competent knowledge of the content and methods of their discipline, and exhibit the highest ethical standards of their profession. The application of the knowledge, skills, and attitudes acquired by the graduates, in turn, facilitates a positive change within their own lives and the lives of others.

School of Public Policy and Administration Mission and Vision

Our Mission

Walden's School of Public Policy and Administration develops ethical, knowledgeable, and adaptable scholar-practitioners who apply theory-based knowledge and research to advance democratic processes in the interest of the public good. Through their Walden experiences, these public sector and nonprofit sector leaders advance their knowledge about democratic processes, develop collaborative methods to work among the different sectors, commit to working toward positive social change, and build their professional skills.

Our Vision

Graduates of Walden's School of Public Policy and Administration hold key positions in governmental and nonprofit institutions throughout the world. These public sector and nonprofit leaders serve as collaborative change-agents who empower local and global communities to promote civic engagement, the common good, and positive social change. The result of their ethical and knowledgeable servant-leadership is respect for and preservation of human rights, collaborative, constructive, and equitable processes to address societal and global challenges, and trust in government and nonprofit institutions.

Social Change

Walden University defines **positive social change** as a deliberate process of creating and applying ideas, strategies, and actions to promote the worth, dignity, and development of individuals, communities, organizations, institutions, cultures, and societies. Positive social change results in the improvement of human and social conditions.

This definition of positive social change provides an intellectually comprehensive and socially constructive foundation for the programs, research, professional activities, and products created by the Walden academic community.

In addition, Walden supports positive social change through the development of principled, knowledgeable, and ethical scholar-practitioners, who are and will become civic and professional role models by advancing the betterment of society.

University Outcomes

The most important outcome of all teaching and learning at Walden University is to produce graduates with the knowledge, skills, and abilities to

- Understand and continuously develop and change themselves, the organizations in which they work, and society at large.
- Create new knowledge dedicated to the improvement of social conditions, and to positively impact society by putting that knowledge into practice, by modeling their learning through action, and by being civically engaged.
- Continue learning across their lifetimes, as practitioners, researchers, and scholars, and to continue to impact social change.

Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; 1-888-224-6684. Credits and degrees earned from this college do not automatically qualify the holder to participate in professional licensing examinations to practice certain professions in Florida. Persons interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency in the field of their interest.

Minnesota

Walden University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Oregon

Walden University is authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, OR 97401.

Pennsylvania

Note to all Pennsylvania residents: Walden University's teacher preparation program and special education endorsement programs are approved by the Minnesota Board of Teaching as leading to licensure and endorsement, respectively. Because these programs are not reviewed by the Pennsylvania Department of Education, candidates are instructed to apply for Pennsylvania certification as out-of-state graduates of a teacher preparation program.

South Carolina

Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201; 1-803-737-2260. Licensure indicates only that minimum standards have been met; and it is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Tennessee

Walden University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Credits earned at Walden University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Walden University. Students should obtain confirmation that Walden University will accept any credits they have earned at another educational institution before they execute an enrollment contract or agreement.

Students should also contact any educational institutions that they may want to transfer credits earned at Walden University to determine if such institutions will accept credits earned at Walden University prior to executing an enrollment contract or agreement. The ability to transfer credits from Walden University to another educational institution may be very limited. Credits may not transfer and students may have to repeat courses previously taken at Walden University if they enroll in another educational institution. Students should never assume that credits will transfer to or from any educational institution. It is highly recommended and students are advised to make certain that they know the transfer of credit policy of Walden University and of any other educational institutions they may in the future want to transfer the credits earned at Walden University before they execute an enrollment contract or agreement.

Washington

Walden University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Walden University to advertise, recruit and offer residencies for the following degree programs: Bachelor of Science in Business Administration; Master of Arts in Teaching; Master of Business Administration; Master of Public Administration; Master of Public Health; Master of Science in Education; Master of Science in Mental Health Counseling; Master of Science in Nursing; Master of Science in Public Health (in teach-out); Master of Science in Psychology; Doctor of Education; Doctor of Philosophy in Applied Management and Decision Sciences; Doctor of Philosophy in Education; Doctor of Philosophy in Health Services; Doctor of Philosophy in Human Services; Doctor of Philosophy in Psychology; Doctor of Philosophy in Public Health; and Doctor of Philosophy in Public Policy and Administration. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

Legal Information

Privacy Policy

Walden University respects and understands the importance of privacy and security for its online customers. Any information collected is used only by Walden University and its affiliates (including Laureate Education, Inc. and Canter & Associates, Inc.) to contact consumers for marketing and operational purposes. Persons who supply their telephone numbers or e-mail addresses online may receive telephone or e-mail contact with information regarding special promotions, new products and services, or upcoming events. Walden University and its affiliates will not release, sell, rent, or trade that personal information to any third party.

Additional policies regarding the privacy, security, and retention of materials transmitted or received using Walden University e-mail systems, electronic portals, and other facilities are contained in the Technology Policies section of this *Walden University Student Handbook*.

Do-Not-Call Policy

Telephone communications provide valuable opportunities for students and prospective students to consult with enrollment advisors regarding products and services offered by the Laureate Higher Education Group, a division of Laureate Education, Inc. (“Laureate”), and its U.S.-based affiliates. Laureate and its affiliates have adopted and adhere to the policies described here to comply with Federal Trade Commission (“FTC”) and Federal Communications Commission (“FCC”) telemarketing regulations and applicable state laws. As used in this document, *telemarketing* means a plan, program, or campaign conducted to induce the purchase of goods or services by use of a telephone. Laureate’s affiliates include Walden University and Canter & Associates.

Policy Overview

Laureate contacts only individuals that have provided their prior express consent to be called or with whom Laureate has an established business relationship. Laureate does not make “cold calls” to consumers for telemarketing purposes. Laureate does not use facsimile machines, predictive dialers, or autodialers for telemarketing purposes.

Laureate maintains comprehensive written procedures for its employees who interact with students and prospective students by telephone. Laureate employees are trained to use these procedures and record the do-not-call requests of consumers who no longer wish to receive telephone solicitation calls from Laureate. Laureate takes appropriate administrative actions against employees who violate company policy. Laureate also requires any third parties that assist with Laureate’s calling campaigns to follow company policy and applicable laws.

Do-Not-Call Requests

Laureate and its affiliates maintain an internal do-not-call (DNC) list that includes specific requests from consumers who do not wish to be called by Laureate or any of its affiliates. This DNC list is used enterprise-wide. Laureate and its affiliates purge from any calling list any names and/or numbers on its company-specific DNC list.

Any consumer can prohibit Laureate from calling by asking to be put on Laureate’s DNC list. A consumer’s do-not-call request will be recorded in Laureate’s database within the legally mandated timeframes. Federal regulations require Laureate to honor DNC requests within 30 calendar days. Consumers may place company-specific DNC requests by e-mailing their request, including their full name, address, and telephone number, to removeme@laureate-inc.com

The Laureate Higher Education Group, a division of Laureate Education, Inc. (“Laureate”), and its U.S.-based affiliates believe that e-mail is an effective tool for communicating with students and prospective students. Initially, Laureate requires that individuals provide their private e-mail address to receive information about Laureate schools and programs, enabling interaction that is simple, convenient, and secure. Once an individual is a student in a Laureate school or program, all communications regarding schools and programs will be sent to the student’s new Laureate school or program e-mail account. Laureate’s privacy policy can be found at www.laureate-inc.com. Laureate’s affiliates include Walden University and Canter & Associates. Walden’s

privacy policy can be found at www.WaldenU.edu under the “Legal Information” link, and Canter’s privacy policy can be found at www.canter.net under the “Legal Information” link.

Laureate collects e-mail addresses from online information request forms, returned business reply cards, application forms, and other sources. This information is used to contact students about Laureate schools and programs and for promotional purposes strictly related to the products and services of Laureate and its affiliates. Laureate never disguises the origin of its messages. When students receive messages from Laureate, they will be able to identify Laureate or one of its affiliates as the sender.

Each promotional message that Laureate sends will contain either a functioning e-mail address or Internet-based mechanism that students can use to opt out of receiving future promotional messages from Laureate and its schools. In addition, students may submit an opt-out request by contacting removeme@laureate-inc.com and providing the e-mail address that they would like to remove from Laureate’s marketing database. The request should include the student’s full name, address, and telephone number to ensure proper recording of the request. Laureate processes opt-out requests within 14 calendar days. If students would like to resume receiving promotional messages after making an opt-out request, they must provide Laureate with their express consent to receive such messages.

At no time will Laureate sell, share, or rent any e-mail address that it has collected with third parties. Laureate does not authorize the harvesting, mining, or collection of e-mail addresses or other information from or through its sites by third parties. For this reason, Laureate will never publicly display students’ e-mail addresses on its website or make them available through any other electronic means, except that student e-mail addresses may be included in student directories.

Questions about privacy policies should be directed in writing to

Office of General Counsel
Laureate Education, Inc.
650 S. Exeter Street
Baltimore, MD 21202

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Admission

Admission Policies

Walden University has a long-standing commitment to providing educational opportunities to a diverse group of learners. Walden's programs are enriched by the cultural, economic, and educational backgrounds of its students and instructors. In the admissions process, the university selects individuals who can benefit from a distributed educational or online learning approach and who will use their Walden education to contribute to their academic or professional communities.

The university's faculty and administration develop, approve, and ensure the quality and integrity of all policies that guide decisions on admission. These decisions are based on many factors and include the following:

- Academic record
- Goal statement
- Relevant work experience

Offers of admission remain in effect for 12 months from the date of the admission offer.

Academic units or degree programs may have admission requirements that must be met in addition to—or in some cases, in lieu of—the university's admission requirements. Applicants should review both the university's general admission requirements and the specific academic unit's or program's admission requirements.

Misrepresentation of Credentials

Statements made and documents supplied by Walden applicants and students must be complete and accurate. The university will not tolerate any misrepresentation by a student or applicant of past or current academic programs, degrees, or professional accomplishments. If unexplained discrepancies appear between statements or documents provided to Walden and information obtained otherwise, except in the case of misspellings and other such inadvertent errors, applicants may be rejected for admission and enrolled students may be dismissed.

Admission Requirements

Bachelor's Admission Requirements: New and Transfer Students

Walden selects adults who can benefit from online learning and who are most likely to make significant contributions to their classes and their professions. Each admission decision is based on a careful, holistic review of the applicant's school and work history. The Office of Admissions

may consider exceptions, depending on a student's background and circumstances (see the Conditional Admission policy).

The following are required for full admission to Walden's undergraduate programs:

1. An official transcript of a high school diploma or a General Educational Development (GED) credential (or the equivalent) from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution
 - In lieu of a high school transcript or GED, applicants may also provide an official collegiate transcript provided no fewer than 12 credits have been completed as a degree-seeking student.
2. One of the following criteria
 - Be 24 years of age or older
 - Be active military or a veteran
 - Have completed 90 quarter credit hours from an accredited U.S. school (as defined in No. 1)
3. Completed application form
4. Application fee
5. Written statement of personal and professional goals
6. Access to a computer and the Internet

Undergraduate Undeclared Students

Students who would benefit by taking a limited number of introductory courses before they commit to a particular program and concentration may select "B.S. in Interdisciplinary Studies—Undeclared" on the online application and complete up to three quarters before they must choose a full program.

Undeclared students will not be able to register for a fourth quarter until they select an undergraduate program and work with the Academic Advising Team to make that transition. See "Changing Degree Programs."

Students choosing to begin as "undeclared" are encouraged to explore introductory-level courses that will assist them in choosing a major area of study.

Post-Baccalaureate Certificate Admission Requirements

1. A bachelor's degree, or equivalent, in a discipline or field related to the program/specialization for which application is made from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education or from an appropriately accredited non-U.S. institution
2. A minimum grade point average (GPA) of 2.5 on a 4.0 scale in bachelor's degree coursework

3. Completed application form
4. Application fee
5. Names of and contact information for two persons, professional or academic, qualified to comment knowledgeably on the applicant's skills and qualifications for study in the intended field
6. Goal statement
7. Official transcript(s) of confirmed bachelor's degree, as well as any additional completed coursework to be considered for transfer of credit
8. Access to a computer and the Internet

Master's Admission Requirements

1. An official transcript of a bachelor's degree, or a master's degree with minimum GPA of 3.0, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, in a discipline or field related to the program/specialization for which application is made
2. A minimum grade point average (GPA) of 2.5 on a 4.0 scale in bachelor's degree coursework or a 3.0 on a 4.0 scale in master's degree coursework (Specific program requirements may apply.)
3. Completed application form
4. Application fee
5. The Office of Admissions reserves the right to request the names and contact information for two persons, professional or academic, qualified to comment knowledgeably on the applicant's skills and qualifications.
6. Goal statement
7. Official transcript(s) of confirmed bachelor's degree, as well as any additional completed coursework to be considered for transfer of credit
8. Access to a computer and the Internet

Education Specialist Admission Requirements

1. An official transcript of a master's degree, or higher, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, in a discipline or field related to the program and/or specialization for which application is made
2. A minimum grade point average (GPA) of 3.0 on a 4.0 scale in post-baccalaureate coursework
3. Three years of professional/academic experience related to the program for which application is made (preferred)
4. Completed application form
5. Application fee
6. The Office of Admissions reserves the right to request the names and contact information for two persons, professional or academic, qualified to comment knowledgeably on the applicant's skills and qualifications.

7. Goal statement
8. Official transcript(s) of highest degree or coursework completed to date
9. Access to a computer and the Internet

Doctoral Admission Requirements

1. An official transcript of a master's degree, or higher, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, in a discipline or field related to the program and/or specialization for which application is made
2. A minimum grade point average (GPA) of 3.0 on a 4.0 scale in post-baccalaureate degree coursework
3. Three years of professional/academic experience related to the program for which application is made (*preferred*)
4. Completed application form
5. Application fee
6. The Office of Admissions reserves the right to request the names and contact information for two persons, professional or academic, qualified to comment knowledgeably on the applicant's skills and qualifications.
7. Official transcript(s) of highest degree or coursework completed to date
8. Access to a computer and the Internet

Additional Academic Unit/Program Requirements

In addition to the university's admission requirements, some specific academic units and programs have their own requirements, as described in the links below.

Note: All applications are reviewed on their individual merits. Exceptions to the policies described in this *Walden University Student Handbook* may be made by the university's admission committees.

The Richard W. Riley College of Education and Leadership

Teacher Preparation Program With a Master of Arts in Teaching

1. A bachelor's degree, or equivalent, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, in a discipline or field related to the program/specialization for which application is made.

- a. It is Walden’s policy, consistent with the policy of most states, that all U.S.-licensed educators must complete a degree, either at the bachelor’s or master’s level, from an institution that is regionally accredited by one of the six associations recognized by the U.S. Department of Education. Walden University is accredited by The Higher Learning Commission and a member of the North Central Association, www.ncahlc.org.
 - b. Degree programs that include a liberal arts or general studies core are advantageous to the future success of teacher candidates. Walden recommends that potential candidates demonstrate completion of college-level work in communication (including composition), humanities, and social/behavioral sciences, as well as in mathematics and natural sciences.
2. A minimum grade point average (GPA) of 2.5 on a 4.0 scale or its equivalent in bachelor’s degree coursework. Applicants with a 2.3–2.49 cumulative GPA are eligible for conditional admission. Goal statements must include why the candidate wants to become a teacher in the chosen area. The statement should include any prior work with children and families and/or with diverse populations.
3. In lieu of research experience, the goal statement must cover the candidate’s experience with diversity.
4. Admission requires the completion of all application materials, including a signed acknowledgment of background check and fingerprinting guidelines as well as immunization and TB guidelines.
5. Applicants must have completed at least one college level course in multicultural and/or global studies.
6. Completion of the MTLE Exam and scores must be received by Walden University prior to admission in the program.

Special Education Endorsement Programs

1. A bachelor’s degree, or higher, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, in a discipline or field related to the program/specialization for which application is made.
 - a. It is Walden’s policy, consistent with the policy of most states, that all U.S.-licensed educators must complete a degree, either at the bachelor’s or master’s level, from an institution that is regionally accredited by one of the six associations recognized by the U.S. Department of Education. Walden University is accredited by The Higher Learning Commission and a member of the North Central Association, www.ncahlc.org.
2. A minimum GPA of 2.3 on a 4.0 scale in bachelor’s degree coursework. Applicants with a 2.0–2.29 cumulative GPA are eligible for conditional admission.
3. A current Minnesota teaching license or the equivalent from another U.S. state.
4. Goal statement that describes why the applicant wants to become a teacher in the chosen area and highlights the applicant’s experience working with children and/or families from diverse populations.
5. Application materials fully completed, including signed acknowledgment of responsibility for licensure.

Post-Baccalaureate Certificate in Instructional Design and Technology

1. A bachelor's degree, or higher, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution.

M.S. in Education: All Specializations Except Educational Leadership

1. Admission requires at least 1 year* of teaching experience or a teaching certificate.
2. Telephone interviews may be conducted at the discretion of the associate dean (or designee) upon request.
3. Admission requires a minimum GPA of 2.3 on a 4.0 scale in bachelor's degree coursework. Applicants with a 2.0 –2.29 cumulative GPA are eligible for conditional admission.

*While Walden requires one year of teaching, applicants with less than one year but who are currently teaching are eligible for conditional admission.

M.S. in Education: Educational Leadership

1. Admission requires at least 3 years of teaching experience (post-bachelor's degree) and a teaching certificate, or comparable.*
2. Admission requires a minimum GPA of 2.3 on a 4.0 scale in bachelor's degree coursework. Applicants with a 2.0 –2.29 cumulative GPA are eligible for conditional admission.

*While 3 years of teaching experience and a teaching certificate are criteria for full admission, applicants who do not have the 3 years teaching experience and/or a teaching certificate are eligible for conditional admission. Applications will be reviewed based on comparable experience that may substitute for teaching experience and/or a teaching certificate.

Education Specialist (Ed.S.): Administrator Leadership for Teaching and Learning; Curriculum, Instruction, and Professional Development; Teacher Leadership

1. A minimum grade point average (GPA) of 3.0 on a 4.0 scale in a master's degree coursework. Additional coursework may be considered by committee but will not be calculated to alter degree institution GPA.
2. It is advantageous to have three years professional and/or academic experience. Students lacking experience may be admitted; however, it could hinder their success within the program.

Education Specialist (Ed.S.) in Educational Leadership and Administration (Principal Preparation) Program

1. At least 3 years teaching experience and a valid state-issued teaching license or certificate.
2. Names of and contact information for two persons, professional or academic, qualified to comment knowledgeably on the applicant's skills and qualifications for study in the intended field.
3. Applicants without 3 years teaching experience are not eligible for the Admissions Committee.

Education Specialist (Ed.S.) in Educational Technology

1. A minimum grade point average (GPA) of 3.0 on a 4.0 scale in a master's degree coursework. Additional coursework may be considered by committee but will not be calculated to alter degree institution GPA.
2. It is advantageous to have three years professional and/or academic experience utilizing technology. Students lacking experience may be admitted; however, it could hinder their success within the program.

Note: The master's doesn't have to be in technology; it can be in teaching or another related area.

Doctor of Education (Ed.D.): Administrator Leadership for Teaching and Learning; Teacher Leadership

1. Admissions prefers that applicants have at least 3 years of professional experience in education or a related field:
 - a. It is advantageous for applicants to the **Administrator Leadership for Teaching and Learning specialization** to be certified and to be currently employed as an education administrator.
 - b. It is advantageous for applicants to the **Teacher Leadership specialization** to have current certification or to be eligible for certification in K-12 education.
2. Applicants' goal statements must include information relevant to the specialization, including the items listed below.

Administrator Leadership candidates must include the following:

- Identification of administrative experience
- History of development as an administrator or plans to secure experience while in the program for purposes of curricular assignments
- Commitment to institutional change, restructuring, or renewal
- Professional development experiences preparing them for doctoral study
- Recognition of research interests related to inquiry into institutional change, renewal, or restructuring for collegial and/or collaborative decision-making
- Willingness to conduct research in an institutional environment to

promote and establish more collaborative administrative style and/or data-driven decision-making

Teacher Leadership candidates must include the following:

- Identification of current organizational environment
- History of content areas and level of teaching experience
- Professional development experiences preparing them for doctoral study
- Research interests or topics related to inquiry in the organizational environment
- Willingness to conduct research in an organizational environment to promote collegiality, data-driven decision-making, and/or involvement of teacher leadership
- Recognition of how research ties into organizational and social change
- Understanding of how research will affect educator or student learning and change in the instructional environment

Doctor of Education (Ed.D.): Curriculum, Instruction, and Assessment and Higher Education Leadership

1. It is preferred that applicants have at least 3 years of professional experience in education or a related field.

Doctor of Education (Ed.D.): Higher Education and Adult Learning

1. It is advantageous to have at least 3 years of professional experience in education.
2. Applicants should have current and consistent direct access to a group of students in an authentic learning environment by the time of entry into the program.

Ph.D. in Education: Community College Leadership

Applicants must have access to the community college setting, whether it's via the classroom or in an administrative capacity.

Ph.D. in Education: Educational Technology

Applicants must have at least 1 year of experience applying technology in the classroom.

College of Health Sciences

School of Health Sciences

Master of Public Health (M.P.H.)

1. Applicants must have completed at least one college-level course in mathematics with a grade of C or better. Applicants may also satisfy the mathematics requirement by presenting a score of 450 or above on the Graduate Record Examination (GRE) General Test's quantitative ability section, or by successfully completing a College Level Examination Program (CLEP) in college mathematics, college algebra, precalculus, or calculus, with a score of 50 or above.
2. Submit a current résumé.
3. Telephone interviews may be conducted at the discretion of the associate dean (or designee).
4. Applicants with an undergraduate GPA below 2.50 are eligible to apply for conditional admission.

M.S. in Health Informatics

1. Submit a current résumé.
2. Telephone interviews may be conducted at the discretion of the associate dean (or designee).
3. Applicants with an undergraduate GPA below 2.5 are eligible to apply for conditional admission

Ph.D. in Health Services

1. Submit a current résumé.
2. Telephone interviews may be conducted at the discretion of the associate dean (or designee).
3. Applicants with a graduate GPA below 3.0 are eligible to apply for conditional admission.

Ph.D. in Public Health

1. Applicants entering with a bachelor's degree from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, may be considered for admission provided that their cumulative undergraduate GPA is greater than **3.0**. Walden University reserves the right to review such applicants through a university committee.
2. Applicants must have completed at least one college-level course in mathematics with a grade of C or better. Applicants may also satisfy the mathematics requirement by presenting a score of 450 or above on the Graduate Record Examination (GRE) General Test's quantitative ability section, or by successfully completing a College Level

- Examination Program (CLEP) in college mathematics, college algebra, precalculus, or calculus, with a score of 50 or above.
3. Submit a current résumé.
 4. Telephone interviews may be conducted at the discretion of the associate dean (or designee).
 5. Applicants with an undergraduate or graduate GPA below 2.50 are eligible to apply for conditional admission.

School of Nursing

Bachelor of Science in Nursing (BSN)

U.S. Admission Requirements

1. Possess a valid RN license from the state in which the applicant resides (or equivalent in the country where applicant resides).*
2. Have 50 quarter credits (or equivalent) in nursing as part of their preparation for their RN license. Courses will need to have a NURS (or equivalent) prefix.**

*International students may have a license that is equivalent to an RN.

** Transcripts of courses taken to obtain the RN license will be evaluated.

Applications falling below 50 quarter credit hours in nursing will be escalated for further review. Review will take 7 to 10 calendar days.

International students will need to have a course-by-course evaluation done by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).

Master of Science in Nursing (MSN)

1. Admission requires a bachelor's degree in nursing (BSN), an associate degree in nursing, or a nursing diploma from an accredited/approved school.
2. Applicants must have an active registered nurse (RN) license in the United States or its territories. International nurses must have the equivalent of a RN license in their home country. Determining equivalency may require applicants to submit an additional evaluation from the Commission on Graduates of Foreign Nursing Schools (CGFNS).
3. References may be contacted if deemed necessary.
4. Graduates from associate degree or diploma programs must complete, at minimum, undergraduate credits of general education courses as listed below. Students may choose to complete these general education requirements at Walden and then transition directly into the RN Track of the program.

Courses	Number
Communication (including one college composition course)	2 courses
Humanities	2 courses
Social/Behavioral Sciences	2 courses
Mathematics and Science (including microbiology, and anatomy and physiology, and introductory statistics)	4 courses
Electives	1 course
Total	12 courses

NOTE: Students are required to complete Statistics before MSN program completion; however, they are not required to have completed Statistics before entering the program.

Post-Master's Certificate in Nursing

1. Admission requires a master's degree in nursing from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution.
2. Applicants must possess either a Master of Science in Nursing or an MSN degree.
3. Applicants must have a minimum GPA of 3.0 in master's degree coursework.
4. Applicants must have an active registered nurse (RN) license in the United States or its territories. International nurses must have the equivalent of a RN license in their home country. Determining equivalency may require applicants to submit an additional evaluation from the Commission on Graduates of Foreign Nursing Schools (CGFNS).

College of Management and Technology

NTU School of Engineering and Applied Science

NTU Post-Baccalaureate Certificates

1. Admission requires a bachelor's degree, or higher, in engineering or computer science from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution.

NTU School of Engineering and Applied Science

1. Admission requires a bachelor's degree, or higher, in engineering or computer science from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution.
2. An undergraduate GPA of 2.5 or better in technical courses is a criterion for full admission. A cumulative GPA below 2.5 may be considered for conditional admission.
3. Applicants with degrees in other appropriate fields (e.g., physics, chemistry, math) and a cumulative GPA in technical courses of at least 2.9 are also encouraged to apply. Applicants may submit a detailed outline of their relevant work experience, letters of recommendation, résumés, and other items that provide a clear understanding of their academic and experiential background and objectives. Applicants may be asked to pass relevant Foundation courses and/or provide Graduate Record Examination (GRE) scores, evidence of having passed the Fundamentals of Engineering (FE) exam, or evidence of registration as a Professional Engineer (P.E.) in certain cases.

M.S. in Software Engineering

1. Admission requires a bachelor's degree, or higher, in software engineering, computer science, or computer engineering, or a bachelor's degree in an ABET/CSAB-accredited engineering program with a minor in computing systems, or the foreign equivalent.
2. Applicants without appropriate undergraduate preparation in software engineering or computer science will be required to take Foundation courses prior to full admission to the program.

M.S. in Systems Engineering

1. Admission requires a bachelor's degree in technology, engineering, or a related field from an ABET-accredited engineering program in the United States, a CEAB-accredited program in Canada, or the foreign equivalent.
2. Applicants without appropriate undergraduate preparation will be required to take Foundation courses prior to full admission to the program.

School of Management

Master of Information Systems Management

Applicants who have not completed an object-oriented computer programming course and cannot demonstrate equivalent experience may be considered for conditional admission. Applicants will be required to complete a course on object-oriented programming prior to full admission to the program.

M.S. in Leadership

It is advantageous that applicants have at least three years of professional experience.

Doctor of Business Administration (D.B.A.)

1. Applicants are required to have at least three years of relevant professional experience.
2. Submit a current résumé.

Ph.D. in Management (All Specializations)

1. Applicants are required to have at least three years of relevant professional experience.
2. Submit a current résumé.

Ph.D. in Management (Accounting Specialization)

1. Applicants must have completed an undergraduate or master's-level course in Accounting Principles.
2. Applicants must have completed a college-level course in differential and integral calculus.
3. If students do not have these prerequisites, they may take the MGMT 3104 Accounting Principles course that Walden offers for 5 credits as well as a course in differential and integral calculus from any community college or university.

College of Social and Behavioral Sciences

School of Counseling and Social Service

M.S. in Marriage, Couple, and Family Counseling

1. Submit a current résumé.
2. Applicants with an undergraduate GPA below 2.5 are eligible to apply for conditional admission.

M.S. in Mental Health Counseling

1. Applicants must submit a current résumé.
2. References may be contacted if deemed necessary.
3. Applicants with an undergraduate GPA below 2.5 are eligible to apply for conditional admission.

Ph.D. in Counselor Education and Supervision

1. Applicants must have a master's degree in counseling from a Council for Accreditation of Counseling and Related Educational Programs (CACREP)-accredited or CACREP-model program, of at least 54 quarter credits or 36 semester credits.
2. Those applicants who have not graduated from a CACREP-accredited or CACREP-model program may be admitted into the program; however, these students will need to complete entry-level course requirements prior to beginning the Foundations of Graduate Study in Counselor Education and Supervision course.

Ph.D. in Human Services

1. Applicants must submit a current résumé.
2. Telephone interviews with persons listed as reference contacts may be conducted at the discretion of the associate dean or the associate dean's designee.

School of Psychology

Post-Baccalaureate Organizational Psychology and Development Certificate

1. A bachelor's degree, or higher, is required for admission.
2. Students must submit an official transcript of a bachelor's degree (or higher), or equivalent, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, in a discipline or field related to the program/specialization for which application is made.

M.S. in Psychology

1. Submit a current résumé.
2. Telephone interviews with persons listed as reference contacts may be conducted at the discretion of the associate dean (or designee).
3. Applicants with an undergraduate GPA below 2.5 are eligible to apply for conditional admission.

Post-Master's Psychology Certificate in Teaching Online

1. A master's degree is required for admission.
2. Students must submit an official transcript of a bachelor's degree (or higher), or equivalent, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately

accredited non-U.S. institution, in a discipline or field related to the program/specialization for which application is made.

Ph.D. in Psychology

1. Applicants holding a bachelor's degree from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, may be considered for admission provided that their cumulative undergraduate GPA is greater than **3.0**. Walden University reserves the right to review such applicants through a university committee.
2. Applicants must submit a current résumé.
3. References may be contacted if deemed necessary.

Post-Doctoral Certificates in Psychology

1. Admission requires a doctoral degree in psychology from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution.
2. The Office of Admissions reserves the right to request the names and contact information for two persons, professional or academic, qualified to comment knowledgeably on the applicant's skills and qualifications.
3. Transcript(s) of doctoral degree, and any other doctoral coursework completed to date, are required for admission.
4. Applicants must have at least 3 years of professional practice in a health, mental health, social services, or behavioral science setting.
5. Applicants must submit a current résumé.
6. A telephone interview may be required.

School of Public Policy and Administration

Post-Baccalaureate Certificates

1. Applicants holding a bachelor's degree, or higher, from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, may be considered for admission provided that their cumulative undergraduate GPA is greater than **2.5**. Walden University reserves the right to review such applicants through a university committee.

Ph.D. in Public Policy and Administration

1. Applicants holding a master's degree from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council

- for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution, may be considered for admission provided that their cumulative undergraduate GPA is greater than **3.0**. Walden University reserves the right to review such applicants through a university committee.
2. Submit a current résumé.
 3. Telephone interviews with persons listed as reference contacts may be conducted at the discretion of the associate dean (or designee)

Transfer of Credit

Walden University encourages transfer of credit from other institutions. Prior to admission to Walden, applicants may request an unofficial evaluation of transfer of credit. Transfer of Credit requests should be submitted during the application process, but no later than 60 days from the start of program. This can be done with unofficial transcripts.

Transfer-of-credit documentation, when requested, should be submitted to the Office of Admissions.

Normally, students are officially notified when credits are accepted for transfer to a program at the same time that they are given an offer of admission or during their first term of enrollment.

Official evaluation of credits for transfer to a program requires the following:

- Official transcript that reflects the course being evaluated
- Syllabi for courses being evaluated for transfer, upon request
- **For non-U.S. institutions**
 - a. A copy of the catalog course description
 - b. Evaluation and certification of transcripts by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES)

Transfer credits will not be calculated into the Walden grade point average (GPA). Only Walden course grades will be included in the Walden GPA.

Note the following exceptions:

- Walden residency units completed at one degree level are not transferable in to a different degree level.
- Depending on the program, same-level residency units may be considered for transfer within same-level degree programs.
- Residency units completed prior to September 2006 are not transferable, as the residency requirements have significantly changed.
- External residency units are not transferable in to Walden programs.
- Internships, practica, dissertations, doctoral studies, and theses are not permitted for transfer.

In addition to the university requirements for the transfer of credit, some colleges, schools, or programs specify other conditions. Students should check the Transfer Maximum by Program

table in this *Walden University Student Handbook*, as well as the program's section in the *Walden University Catalog*, for program-specific transfer-of-credit requirements.

Bachelor's Plus and Master's Acceleration Programs

Walden University offers opportunities for advanced undergraduate students to accelerate time to the completion of a master's degree. Students must select specific courses as electives or replace courses in their B.S. program, and also must meet specific academic requirements. A decision to take alternative undergraduate courses containing master's-level content is based on the student's ability to work successfully at an advanced level.

Bachelor's Plus Programs

Requirements

Walden University offers several opportunities for advanced undergraduate students in certain programs to accelerate time to completion in certain master's degree programs.

1. Undergraduates can complete no more than 50% of the total courses required for master's degree completion, excluding thesis, practicum, or capstone. (Individual programs determine specific eligible courses.)
2. To be eligible to begin Bachelor's Plus courses, students must
 - a. Have an overall GPA equal to that required for admission to the associated master's degree.
 - b. Have completed all general education and core requirements associated with their bachelor's program. (Individual programs may also determine additional prerequisites.)
 - c. Be in good financial standing.
 - d. Not have any incompletes.
3. Bachelor's Plus courses are (5000-level) graduate courses and are 12 weeks in length.*
 - a. Tuition for these courses is charged at the undergraduate rate.
 - b. Courses taken as an undergraduate count as fulfilling undergraduate degree requirements.
 - c. Grades for graduate courses taken as an undergraduate are incorporated into the undergraduate GPA.
4. Students must get a *B* or better in each course to have that course applied to the master's program.
 - a. Students who get lower than a *B* in a Bachelor's Plus course will not be allowed to take any more 5000-level courses. Later admission to the master's program requires that the student must repeat that course as a master's student.
5. Students are expected to maintain the undergraduate GPA expected for admission to the associated master's program.
 - a. Falling below this GPA prevents the student from taking any additional graduate courses as an undergraduate student.
6. Upon completion of the undergraduate program requirements, students should file an *Intent to Graduate* form.

7. Students who choose not to continue in the master's program can do so.

Taking Bachelor's Plus courses does not guarantee admission into a master's program. Upon admission to the master's program, all Bachelor's Plus graduate courses completed with a *B* or better are applied to graduate program. The graduate GPA is calculated based only on those graduate courses taken as a graduate student.

Institutional coursework expires within 10 years unless otherwise noted by the individual academic unit or program.

**Note: Graduate students cannot register for Bachelor's Plus courses.*

Degree Programs

Bachelor's Plus programs are available for the following degree articulations:

- B.S. in Health Studies to Master of Public Health (M.P.H.)
- B.S. in Psychology to M.S. in Psychology
- B.S. in Psychology to M.S. in Forensic Psychology
- B.S. in Psychology to M.S. in Psychology
- B.S. in Criminal Justice to M.S. in Psychology
- B.S. in Criminal Justice to M.S. in Forensic Psychology
- B.S. in Criminal Justice to Master of Public Administration (M.P.A.)
- B.S. in Political Science and Public Administration to M.S. in Nonprofit Management and Leadership
- B.S. in Political Science and Public Administration to Master of Public Administration (M.P.A.)
- B.S. in Political Science and Public Administration to Master of Public Health (M.P.H.)

Master's Acceleration Programs

Acceleration to the following programs is open to all advanced undergraduate students:

- Master of Business Administration (M.B.A.)
- Master of Information Systems Management (M.I.S.M.)
- M.S. in Instructional Design and Technology
- Special Education Endorsement Program in Emotional/Behavioral Disorders (K–12) with an M.S.Ed. with a specialization in Special Education
- Special Education Endorsement Program in Learning Disabilities (K–12) with an M.S.Ed. with a specialization in Special Education

Interested students should consult the *Walden University Catalog* for more details and are advised to contact a member of the Academic Advising Team for more information.

General Requirements

- The student must be in good standing with the university.
- The student must meet the minimum admissions requirements for the master's program they choose to enter.

- The student must earn a *B* (3.0) or better in each of the courses.

Additional Requirements

Master of Business Administration (M.B.A.)

- Students must have completed BUSI 1001 Introduction to Business.
- M.B.A. students are required to complete an ongoing project throughout their program. Students who take BUSI 4510 but choose not to take BUSI 4505 will need to complete the Project Component for MMBA 6510 Leading People on their own. This project component must be completed before the 7th week of MMBA 6520 Business Operations once students are in their M.B.A. program.
- If students do not earn a *B* or better, they will be required to take the equivalent course in the M.B.A. program.
- Students can find project information on the [M.B.A. Program Course Content](#) page.

Master of Information Systems Management (M.I.S.M.)

- Students must successfully complete ISYS 3001 Information Systems in Enterprise **and** CMIS 4601 Information Systems Service Management to be eligible to waive NSEI 6701 Managing the IT-Enabled Enterprise.
- Students must successfully complete ISYS 4301 Business Process Design **and** ISYS 4302 Management of Technology to be eligible to receive transfer credit for NSEI 6712 Business Architecture and Process.
- Students must earn a *B* (3.0) or better in each of the courses taken: ISYS 3001, CMIS 4601, ISYS 4301, and ISYS 4302.

M.S. in Instructional Design and Technology

- No additional requirements

Special Education Endorsement Program in Emotional/Behavioral Disorders (K–12) with an M.S.Ed. with a specialization in Special Education Acceleration

- Students must earn a *B* (3.0) or better in the Special Education Endorsement Program in Emotional/Behavioral Disorders (K–12)
- Student must earn a *B-* (2.75) or better in each of the courses.

Special Education Endorsement in Learning Disabilities (K–12) with an M.S.Ed. with a specialization in Special Education Acceleration

- Students must earn a *B* (3.0) or better in the Special Education Endorsement Program in Learning Disabilities (K–12)
- Student must earn a *B-* (2.75) or better in each of the courses.

Education Specialist (Ed.S.) Acceleration Programs

Acceleration to the following programs is open to all advanced graduate students:

- Education Specialist (Ed.S.) in Educational Technology
- Education Specialist (Ed.S.) in Curriculum, Instruction, and Professional Development

General Requirements

- The student must be in good standing with the university.
- The student must meet the minimum admissions requirements for the Education Specialist program they choose to enter.
- The student must earn a B (3.0) or better in each of the courses.

Additional Requirements

Education Specialist (Ed.S.) in Educational Technology

- No additional requirements

Education Specialist (Ed.S.) in Curriculum, Instruction, and Professional Development

- No additional requirements

Doctoral Acceleration Programs

Acceleration to the following programs is open to all advanced graduate students:

- Doctor of Education (Ed.D.) with a specialization in Administrator Leadership for Teaching and Learning
- Doctor of Education (Ed.D.) with a specialization in Teacher Leadership
- Ph.D. in Education with a specialization in Educational Technology

General Requirements

- The student must be in good standing with the university.
- The student must meet the minimum admissions requirements for the doctoral program they choose to enter.
- The student must earn a B (3.0) or better in each of the courses.

Additional Requirements

Doctor of Education (Ed.D.) with a specialization in Administrator Leadership for Teaching and Learning

- No additional requirements

Doctor of Education (Ed.D.) with a specialization in Teacher Leadership

- No additional requirements

Ph.D. in Education with a specialization in Educational Technology

- No additional requirements

University Transfer Requirements

Credits to be evaluated for transfer from other education institutions must be requested within 60 calendar days of a student's start date. All materials must be presented at the time of the request.

All materials must meet the following criteria:

- Earned and recorded on an official transcript from a school that was accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education at the time the course was completed, or from an appropriately accredited non-U.S. institution.
- Earned within 10 years prior to or after matriculation, but within the time limit for earning the degree, unless noted differently.
- For the undergraduate programs, there is no time limit for when the coursework was earned. Coursework must be presented at time of admission and/or within 60 days of matriculation in order to be considered for transfer.
- For undergraduate students:
 - Earned in courses posting a *C* (2.0 on a 4.0 scale) or higher.
 - Earned in a course with an 80% content match to the corresponding Walden course or with content considered to enhance the student's Walden education.
- For graduate students:
 - Earned in courses posting a *B* (3.0 on a 4.0 scale) or higher.
 - Earned in a course with an 80% content match to the corresponding Walden course or with content considered to enhance the student's Walden education.
- Approved prior to registering for the course or preparing the Learning Agreement for the KAM demonstration for which transfer-of-credit evaluation has been requested.

Please check the Transfer Maximum by Program table for specific time limits for the various schools and programs.

Knowledge Area Modules (KAMs) Transfer Credit

The Curriculum and Academic Policy committee of each school or college reviews criteria for accepting transfer credit for KAMs. An example of factors to be considered is the nature of the master’s degree and how it relates to the student’s chosen specialization. Transfer credit for KAMs will be evaluated, approved, and recorded on the student’s transcript for whole KAMs (i.e., in 14-quarter-credit blocks), not for individual components of KAMs. The number and titles of KAMs that are replaced with transfer credits may be determined during the admission process or as a part of the development or revision of the student’s Professional Development Plan and *Program of Study* form. Transfer credit is not awarded for partially completed KAMs.

Transfer Maximum by Program (Chart)

Program	Eligible for Transfer	Notes
The Center for Undergraduate Studies		
B.S. in Interdisciplinary Studies	90 lower-division quarter credits; 45 upper-division credits	A maximum of 135 quarter credits may be transferred. Students must earn at least 45 credits at Walden. No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, IDST 4080, IDST 4081, and SOCI 4080.
The Richard W. Riley College of Education and Leadership		
B.S. in Child Development (<i>Child and Adolescent Studies Concentration</i>)	90 lower-division quarter credits; 45 upper-division quarter credits	A maximum of 135 quarter credits may be transferred. Students must earn at least 45 credits at Walden. No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080,, and EDUC 4500.
B.S. in Child Development (<i>Dual Infant/Toddler and Preschool</i>)	90 lower-division quarter credits; 45 upper-division	A maximum of 135 quarter credits may be transferred. Students must earn at least 45 credits at

<i>Concentration)</i>	quarter credits	Walden. No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, EDUC 1011, EDUC 1012, EDUC 1013, EDUC 2011, EDUC 3211, EDUC 3212, EDUC 3111, EDUC 3112, EDUC 4011, EDUC 4012, EDUC 4211, EDUC 4112, and EDUC 4001.
B.S. in Child Development (<i>Preschool and Infant/Toddler Concentration</i>)	90 lower-division quarter credits; 45 upper-division quarter credits	A maximum of 135 quarter credits may be transferred. Students must earn at least 45 credits at Walden. No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, EDUC 1011, EDUC 1012, EDUC 1013, EDUC 2011, EDUC 3211, EDUC 3212, EDUC 3111, EDUC 3112, EDUC 4011, EDUC 4012, EDUC 4211, EDUC 4112, and EDUC 4001.
B.S. in Educational Studies	90 lower-division quarter credits; 45 upper-division quarter credits	A maximum of 135 quarter credits may be transferred. No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, and EDUC 4015.
B.S. in Instructional Design and Technology	90 lower-division quarter credits; 45 upper-division credits	A maximum of 135 quarter credits may be transferred. Students must earn at least 45 credits at Walden. No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, EIDT 2001, EIDT 3004, and EIDT 4001.
Teacher Preparation Program With a Master of Arts in Teaching (M.A.T.)	6 semester credits or equivalent	Credits must be earned from an institution based in the state of Minnesota that is listed in a downloadable PDF available from the Minnesota Board of Teaching website at View the list (PDF). Credits must be earned within 7 years prior to matriculation into the Walden University program or earned after matriculation and

		<p>within the time limit for earning the degree.</p> <p>Credits must not be applied to any prior earned degree.</p> <p>Transfer of credit is available for the following courses: EDUC 6606, EDUC 6681, and EDUC 6691.</p> <p>Students are not required to complete the major assessment(s) for the course(s) in which transfer of credit is awarded.</p>
Special education endorsement program with an optional M.S. in Education with a specialization in Special Education	3 semester credits	<p>Credits must be earned from an institution based in the state of Minnesota that is listed on the Minnesota Board of Teaching website. View the list (PDF).</p> <p>Credits must be earned within 7 years prior to matriculation into the Walden University program or earned after matriculation and within the time limit for completing the program.</p> <p>Transfer of credit is available for: EDUC 6691.</p> <p>Students are not required to complete the major assessment(s) for the course(s) in which transfer of credit is awarded.</p>
Post-Baccalaureate Certificate in Instructional Design and Technology with specializations in Instructional Design; Training and Performance Improvement; and Online Learning	6 semester credits	<p>Transfer credit will be accepted for any two of the four courses in the certificate.</p> <p>Students are not required to complete the major assessment(s) for the course(s) in which transfer of credit is awarded.</p>
M.S. in Early Childhood Studies	12 semester credits	<p>No transfer of credit is accepted for the following courses: EDUC 6005 and EDUC 6960.</p> <p>Students are not required to complete the major assessment(s) for the course(s) in which transfer of credit is awarded.</p>

M.S. in Education	12 semester credits or equivalent	<p>Credits must be earned within 7 years prior to matriculation into the Walden University program or earned after matriculation and within the time limit for earning the degree.</p> <p>9 semester credits includes 3 courses of 3 credits each, to align with specialization courses.</p> <p>Earned in courses with content equivalent to the content of the corresponding Walden University courses or with content that is considered by Walden University to enhance the student's education</p> <p>Approved in advance of the student taking the course, for those courses completed after matriculating as a Walden student</p> <p>Not applied to any prior earned degree.</p> <p>No transfer credit is accepted for EDUC 6610.</p> <p>MSED students are required to complete all major assessments regardless of transfer of credit.</p>
M.S. in Higher Education	12 semester credits or equivalent	<p>No transfer credit is accepted for the following courses: EDUC 6155 and EDUC 6960.</p> <p>Students are not required to complete the major assessment(s) for the course(s) in which transfer of credit is awarded.</p>
M.S. in Instructional Design and Technology	12 semester credits	<p>No transfer credit is accepted for the following courses: EDUC 6105 and EIDT 6910.</p> <p>Students are not required to complete the major assessment(s) for the course(s) in which transfer of credit is awarded.</p>
Education Specialist (Ed.S.) in Administrator Leadership for Teaching and Learning	N/A	<p>No transfer credit is accepted for this program.</p>

Education Specialist (Ed.S.) in Curriculum, Instruction, and Professional Development	N/A	No transfer credit is accepted for this program.
Education Specialist (Ed.S.) in Educational Leadership and Administration (Principal Preparation) program	N/A	No transfer credit is accepted for this program.
Education Specialist (Ed.S.) in Educational Technology	N/A	No transfer credit is accepted for this program.
Education Specialist (Ed.S.) in Teacher Leadership	N/A	No transfer credit is accepted for this program.
Doctor of Education (Ed.D.)	N/A	<p>No transfer credit is accepted for this degree with the exception of those students who transfer in from the following Walden Education Specialist (Ed.S.) programs:</p> <ol style="list-style-type: none"> 1. Administrator Leadership for Teaching and Learning 2. Teacher Leadership <p>Ed.D. courses do not transfer to the Ph.D. program, nor do the Ph.D. courses transfer to the Ed.D.</p> <p>No transfer credit is accepted for the following Ed.D. courses between the Walden Ed.S. and Ed.D. programs: EDUC 8145, EDUC 8090, EDAD 8145, and EDAD 8090.</p> <p>Students are not required to complete the major assessment(s) for the course(s) in which transfer of credit is awarded.</p>

<p>Ph.D. in Education: General Program; Adult Education Leadership; Community College Leadership; Curriculum, Instruction, and Assessment; Early Childhood Education; Higher Education; Special Education; and Self-Designed specializations</p>	<p>47 quarter credits</p>	<p>19 credits may be applied to the Research Sequence courses. Research courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200D and RSCH 8300D, respectively; 3 KAMs must remain after transfer of credit is applied.</p> <p>No transfer credit is accepted for the following courses: EDUC 8008, EDUC 8458, and EDUC 8468.</p>
<p>Ph.D. in Education: Educational Technology specialization</p>	<p>56 quarter credits</p>	<p>Credits must be earned within 5 years prior to or after enrollment, but within the time limit for earning the degree.</p> <p>All transfer credits are applied to online courses and the Research Sequence courses. Research courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200D and RSCH 8300D, respectively. No credit can be transferred to KAMs.</p> <p>No transfer credit is accepted for the following courses: SBSF 8110, EDUC 8125, EDUC 8135, SBSF 8210, EDUC 8225, EDUC 8235, SBSF 8310, EDUC 8325, and EDUC 8335.</p> <p>For students who move from the Walden Education Specialist (Ed.S.) in Educational Technology program into the Ph.D. in Education with a specialization in Educational Technology, the following courses are eligible for transfer of credit:</p> <p>EDUC 8005, EDUC 8840, EDUC 8841, EDUC 8842, EDUC 8843, EDUC 8844, EDUC 8845, EDUC 8847, and EDUC 8848.</p>
<p>Ph.D. in Education: K-12 Educational Leadership specialization</p>	<p>47 quarter credits</p>	<p>All transfer credits are applied to online courses and the Research Sequence courses. Research courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200D and RSCH 8300D, respectively. No credit can</p>

		<p>be transferred to KAMs.</p> <p>No transfer credit is available for: SBSF 8110, EDUC 8128, EDUC 8138, SBSF 8210, SBSF 8220, SBSF 8230, SBSF 8310, EDUC 8328, and EDUC 8338.</p>
Ph.D. in Education: Leadership, Policy, and Change (Course-Based)	36 quarter credits	<p>16 credits may be applied to the Research Sequence courses. Research courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200D and RSCH 8300D, respectively.</p> <p>No transfer credit is accepted for the following courses: EDUC 8110, EDUC 8111, EDUC 8112, EDUC 8210, EDUC 8211, EDUC 8212, EDUC 8213, EDUC 8214, EDUC 8215, RSCH 8250, RSCH 8350, RSCH 8450, and Dissertation.</p>
College of Health Sciences		
School of Health Sciences		
B.S. in Health Studies	135 credits	<p>A maximum of 90 lower-level and 45 upper-level courses allowed.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, and HLTH 4900.</p>
B.S. in Healthcare Management	90 lower-division quarter credits; 45 upper-division quarter credits	<p>A maximum of 135 quarter credits may be transferred.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit will be accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, and HLTH 4900.</p>
Master of Healthcare Administration (M.H.A.)	15 semester credits	No transfer credit is accepted for the following courses: MMHA 6015.

Master of Public Health (M.P.H.)	20 quarter credits	Credits may be transferred to the following courses only: PUBH 6115, PUBH 6125, PUBH 6145, PUBH 6165, and PUBH 6175.
M.S. in Clinical Research Administration	6 semester credits	No transfer credit is accepted for the following courses: CLRA 6100, CLRA 6550, and CLRA 6560.
M.S. in Health Informatics	6 semester credits	No transfer credit is accepted for the following courses: HINF 6100, HINF 6950, and HINF 6960.
Ph.D. in Health Services (KAM-Based)	56 quarter credits	36 credits may be applied to KAMs I–III. 12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative reasoning and analysis content for RSCH 8200X and RSCH 8300X, respectively. 24 credits may be applied to KAMS V–VI. No transfer credit is accepted for HLTH 8008 or HLTH 9001.
Ph.D. in Health Services (Course-Based)	42 quarter credits	12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative reasoning and analysis content for RSCH 8200X and RSCH 8300X, respectively. 30 credits may be applied to the core courses. 8–10 credits may be applied to the elective courses. 19 credits may be applied to the specialization courses. No transfer of credit is accepted for HLTH 8001 or HLTH 9001.
Ph.D. in Health Services (Mixed-Model)	42 quarter credits	24 credits may be applied to KAMs I and III. 12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative reasoning and analysis content for RSCH 8200X and RSCH 8300X, respectively.

		<p>19 credits may be applied to the specialization courses.</p> <p>No transfer credit is accepted for HLTH 8008 or HLTH 9001.</p>
Ph.D. in Public Health	44 quarter credits (depending on track)	<p>20–32 credits may be applied to the foundational courses.</p> <p>8–12 credits may be applied to the Foundation Research Sequence. Research courses must contain both quantitative and qualitative reasoning and analysis content for RSCH 8200H and RSCH 8300H, respectively.</p> <p>No transfer credit is accepted for PUBH 8101, PUBH 8002, core courses, specialization courses, or PUBH 9000.</p>
<i>School of Nursing</i>		
Bachelor of Science in Nursing (BSN)	90 lower-division quarter credits; 45 upper-division credits	<p>A maximum of 135 quarter credits may be transferred.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, NURS 4010, or NURS 4020.</p> <p>Up to 50 credits potentially awarded for meeting competencies required to achieve the nursing license through either a diploma program or an accredited associate degree program.</p>
Master of Science in Nursing (MSN)	9 semester credits	Credits may be transferred to core courses only: NURS 6100, NURS 6101, NURS 6125, or NURS 6150.
Post-Master's Nursing Certificates	N/A	Transfer credit is not available.

College of Management and Technology

NTU School of Engineering and Applied Science

All programs	6 semester credits or equivalent	Credits must be earned within 7 years prior to the date of completion of the Walden degree or certificate program. Credits must be completed at the graduate level and not used to meet the requirements of a previous degree.
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School of Management

B.S. in Accounting	90 lower-division quarter credits; 45 upper-division quarter credits	<p>A maximum of 135 quarter credits may be transferred.</p> <p>No transfer credit will be accepted for the following courses: PORT 1001, COMM 1001, SOCI 4080, and ACCT 4900</p>
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B.S. in Business Administration	90 lower-division quarter credits; 45 upper-division quarter credits	<p>A maximum of 135 quarter credits may be transferred.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit is accepted for the following courses: BUSI 1000, COMM 1001, SOCI 4080, and BUSI 4001.</p>
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B.S. in Communication	90 lower-division quarter credits; 45 upper-division credits	<p>A maximum of 135 quarter credits may be transferred.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit is accepted for the following courses: COMM 1005, COMM 1001, SOCI 4080, and COMM 4901.</p>
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B.S. in Computer Information Systems	90 lower-division quarter credits; 45 upper-division quarter credits	<p>A maximum of 135 quarter credits may be transferred.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit is accepted for the following courses: CMIS 1000, COMM 1001, SOCI 4080, and BUSI 4001.</p>
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B.S. in Information Technology	90 lower-division quarter credits; 45 upper-division quarter credits	A maximum of 135 quarter credits may be transferred. No transfer credit will be accepted for the following courses: ITEC 1000, COMM 1001, SOCI 4080, and ITEC 4901
Master of Business Administration (M.B.A.)	12.5 semester credits	Students who receive transfer credits or waivers are still responsible for completing any relevant sections of the program project that would have been addressed as part of the waived/transferred course(s). No waiver or transfer of credit is allowed for MMBA 6505 or MMBA 6780. Healthcare Management and Healthcare System Improvement specializations only: Transfer credit allowed in the M.B.A. for the same courses taken in the Master of Healthcare Administration (M.H.A.) program.
Master of Information Systems Management (M.I.S.M.)	12 semester credits	Credits must be earned within 5 years prior to or after matriculation into the degree program, but within the time limit for earning the degree.
M.S. in Accounting	9 semester credits	No transfer of credit is allowed for ACCT 6100 and ACCT 6140.
M.S. in Accounting and Management	9 semester credits	No transfer of credit is allowed for ACMG 6100 and ACMG 6140.
M.S. in Leadership	12 semester credits	No waivers or transfer of credits is allowed for MMSL 6100, MMSL 6140, MMSL 6150, MMSL 6160, and MMSL 6900.
M.S. in Management	9 semester credits	No transfer of credit is allowed for the following courses: MGMT 6100, MGMT 6110, and MGMT 6900.
M.S. in Project Management	13 semester credits	A maximum of 13 semester credits may be transferred. No transfer of credit is allowed for MSPM 6900.

Doctor of Business Administration (D.B.A.)	21 semester credits	No transfer credit is accepted for DDBA 8005, DDBA 8160, or DDBA 8990.
Ph.D. in Management (KAM-Based) <i>(Formerly Ph.D. in Applied Management and Decision Sciences KAM-Based)</i>	56 quarter credits	Up to 42 credits of KAMs may be waived on the basis of a relevant master's degree and applied to either KAMs I-III or KAM V. 12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200Z and RSCH 8300Z, respectively. No transfer credit is accepted for AMDS 8000, AMDS 8002, or AMDS 9000.
Ph.D. in Management (Mixed-Model) <i>(Formerly Ph.D. in Applied Management and Decision Sciences Mixed-Model)</i>	56 quarter credits	Up to 42 credits of KAMs may be waived on the basis of a relevant master's degree and applied to courses and KAM V. 12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200Z and RSCH 8300Z, respectively. No transfer of credit is allowed for AMDS 8000, AMDS 8002, or AMDS 9000.
Ph.D. in Management (Course-Based)	50 quarter credits	No transfer of credit is allowed for MGMT 8000.

College of Social and Behavioral Sciences

School of Counseling and Social Service

M.S. in Marriage, Couple, and Family Counseling	35 quarter credits	No transfer credit is accepted for the following courses: COUN 6101, COUN 6201, COUN 6306, COUN 6671, COUN 6682a, and COUN 6682b.
M.S. in Mental Health Counseling	35 quarter credits	No transfer credit is accepted for the following courses: COUN 6000, COUN 6306, COUN 6671, COUN 6682, COUN 6800, and COUN 6390.

Ph.D. in Counselor Education and Supervision	20 quarter credits	Courses must be at the doctoral level and must be from CACREP-accredited or CACREP-equivalent programs. Students must have received at least a B.
Ph.D. in Human Services (KAM-based)	48 quarter credits	36 credits may be applied to KAMs I–III. 12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200U and RSCH 8300U, respectively. No transfer credit is accepted for HUMN 8008 or HUMN 9000.
Ph.D. in Human Services (Course-based)	42 quarter credits	36 credits may be applied to KAMs I–III. 12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200U and RSCH 8300U, respectively. No transfer credit is accepted for HUMN 8000, HUMN 8550, or HUMN 9001.
<i>School of Psychology</i>		
B.S. in Psychology	90 lower-division quarter credits; 45 upper-division quarter credits	A maximum of 135 quarter credits may be transferred. Students must earn at least 45 credits at Walden. No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, and PSYC 4010.
Post-Baccalaureate Certificate in Organizational Psychology and Development (post-bachelor's)	10 quarter credits	Transfer credit will be accepted for any two of the four courses in the certificate

M.S. in Forensic Psychology	25 quarter credits	No transfer credit is accepted for the following courses: FPSY 6145, PSYC 6001, PSYC 6393, and PSYC 6915.
M.S. in Psychology	25 quarter credits	Credit for psychological testing and assessment courses (PSYC 6341 and 6351) must be earned within 3 years prior to matriculation into Walden University. No transfer credit will be accepted for the following courses: PSYC 6001, PSYC 6390, PSYC 6391, PSYC 6392 and PSYC 6393.
Post-Master's Psychology Certificate in Teaching Online	10 quarter credits	
Ph.D. in Psychology	45 quarter credits*	Credit for psychological testing and assessment courses (PSYC 8341 and 8351) must be earned within 3 years prior to matriculation into Walden University. No waivers* or transfer of credits will be allowed for PSYC 8000, PSYC 8705, PSYC 8871, PSYC 8882, PSYC 9000, PSYC 8341, PSYC 8342, PSYC 8343, and PSYC 8351.

** Course Waiver With Replacement: Beyond courses transferred in, students in the Ph.D. program in Psychology who have taken equivalent courses from a university recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education may be able to waive up to 3 courses in which they received a grade of B or better, provided the courses were completed not more than 10 years (3 years for testing courses) prior to matriculation. Waived courses must be replaced with specialization-related and content-relevant courses that further develop students' competencies and are consistent with the program of study. Course waivers with replacement are determined by petitioning the Office of Admissions and providing supporting documentation similar to the transfer of credit process.*

School of Public Policy and Administration

B.S. in Criminal Justice	135 credits (quarter credits)	<p>A maximum of 135 quarter credits may be transferred.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, and CRJS 4150.</p>
B.S. in Political Science and Public Administration	90 lower-division quarter credits; 45 upper-division quarter credits	<p>A maximum of 135 quarter credits may be transferred.</p> <p>Students must earn at least 45 credits at Walden.</p> <p>No transfer credit is accepted for the following courses: COMM 1000, COMM 1001, SOCI 4080, and PSPA 4080.</p>
Master of Public Administration (M.P.A.)	25 quarter credits	
M.S. in Nonprofit Management and Leadership	15 quarter credits	
Ph.D. in Public Policy and Administration (Mixed-Model)	31–33 quarter credits	<p>12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200P and RSCH 8300P, respectively. No transfer credit is accepted for PPPA 8111 and 8112.</p>
Ph.D. in Public Policy and Administration (Course-Based)	31–33 quarter credits	<p>12 credits may be applied to the Foundation Research Sequence. These courses must contain both quantitative and qualitative research design and data analysis content for RSCH 8200P and RSCH 8300P, respectively. No transfer credit is accepted for PPPA 8111 and 8112.</p>

Transfer From the Military or by Exams

Walden University also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials. It also considers credits earned in institutions accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education.

Credit-by-examination programs such as ACE's Military Evaluations Program (DANTES) and College Credit Recommendation Service (CREDIT) offer credit evaluations or recommendations for programs offered by the military and by civilian organizations such as businesses, corporations, government agencies, training providers, institutes, and labor unions. Evaluation services are also available for examination programs, for occupations with validated job-proficiency evaluation systems, and for correspondence courses offered by schools accredited by the Distance Education and Training Council.

Credits considered for transfer, which have been recommended or evaluated by ACE or accrediting bodies recognized by CHEA or the U.S. Department of Education, must meet the following conditions:

- The educational quality of the learning experience to be transferred meets the standards of the university.
- The nature, content, and level of the learning experience is comparable to that offered by the university.
- The learning experience is appropriate and applicable to the university's programs, in light of the student's educational goals.

Note: While Continuing Education credits may be considered for transfer into a master's degree program, they are not eligible for transfer into a doctoral program.

Reconsideration of an Evaluation

Students may request a review of the results of their transfer-of-credit evaluation by writing to the Office of Admissions within 60 calendar days of receiving the results. Because transfer-of-credit evaluations are based on many important factors, students should explain in detail in their written requests exactly why they believe the evaluation was flawed or that an error was made during the evaluation process. The appealed review is conducted by the executive director of admissions. This decision is final and not subject to further appeal.

Prior Learning Credit

Walden realizes adult students may come to the university with any number of learning experiences that may be evaluated and applied toward academic credit. This prior learning may take place in a formal educational setting or without the support of an institution. With that in mind, Walden offers a variety of means for students to earn undergraduate credit through prior learning.

Credit Limitations

1. Students admitted to the Bachelor of Science degree programs may apply “prior learning” credit toward the allowable maximums of 90 quarter credits of lower-division (1000–2000) general education and elective courses and 45 quarter credits of upper-division (3000–4000).
2. Up to the maximum transfer credit allowed by a program can be met via traditional course transfer.
3. The American Council on Education (ACE) has developed an approval process for offering applicable elective study in place of traditional coursework. These are the maximum amounts of transferable ACE credit allowed:
 - a. 30 approved credits for lower-division-level work (1000–2000)
 - b. 40 approved credits for upper-division-level work (3000–4000)
4. No more than 30 credits can be applied to any one type of prior learning, either credit by examination or credit by diploma.

Credit by Examination

The university is a member of DANTES (the Defense Activity for Non-Traditional Education Support) and allows students the option of credit by examination.

1. Retaking an examination may occur only one time per subject.
2. A 6-month waiting period must be completed before retaking an examination.
3. Credits earned by examination will be officially awarded after a student has successfully completed a minimum of 10 hours with Walden.
4. The fee for challenging a course through credit by examination is paid to the third-party testing organization upon application for the examination and is non-refundable.
5. No more than 6 courses can be awarded for credit by examination.

Third-party credit by examination alternatives

College-Level Examination Program (CLEP)

- Tests are given at CLEP testing centers.
- Costs include an examination fee plus the purchase of any textbooks or review materials.
- Students must achieve a minimum score of 50 on a CLEP exam to receive credit for a course.
- Walden will accept essay or non-essay versions of the CLEP English Composition Exam.
- Walden will award one course per CLEP exam passed.
- The cost of these exams is the responsibility of the student.
- Specific costs, examination subject matter, and sample exams can be found on the [CLEP website](#).

DANTES Subject Standardized Tests (DSST)

- Tests are given at Thomson Prometric testing centers located in the U.S. and internationally. Internet-based testing is available on-site.
- Costs include an examination fee plus the purchase of any textbooks or review materials.
- Students must achieve a minimum grade of *C* on a DSST exam to receive credit for a course.
- Walden will award one course per DSST exam passed.
- The cost of these exams is the responsibility of the student.
- Additional information can be found on the [DANTES/DSST website](#).

Excelsior College Examinations

- Tests are given at Pearson Professional Centers located in the U.S. and internationally.
- Costs include an examination fee plus the purchase of any textbooks or review materials.
- Students must achieve a minimum grade of *C* on an Excelsior exam to receive credit for a course.
- Walden will award credit for one course for per Excelsior exam passed.
- The cost of these exams is the responsibility of the student.
- Additional information can be found on the [Excelsior website](#).

Credit-by-Examination Equivalents for General Education Courses

Course	CLEP	DSST	Excelsior
BIOL 1001 Introduction to Biology	Biology*		
CHEM 1001 Introduction to Chemistry	Chemistry*		
ENGL 0099 Academic Writing Fundamentals			College Writing
ENGL 1001 English Composition	English Composition (Optional essay section or exam)		English Composition
ENGL 2001 Introduction to Literature	Analyzing and Interpreting Literature* (Optional essay section or exam)		
ISYS 1001 Computer Information Fluency		Introduction to Computing	
MATH 1001 College Algebra	College Algebra	Fundamentals of College Algebra	
MATH 1002 Applied Math	College Mathematics		
NASC 1001 Environmental Science		Environment and Humanity: The Race to Save the Planet	
PHIL 1001 Introduction to Philosophy			
PHIL 2001		Ethics in America	Ethics: Theory

Ethics			and Practice
PHSC 1001 Earth Science			Earth Science
POLI 1001 American Government	American Government		
PSYC 1001 Introduction to Psychology (non- majors only)	Introductory Psychology		
RELG 2001 World Religions		Introduction to World Religions	Religions of the World
SOCI 1001 Introduction to Sociology	Introductory Sociology		
SOCI 2001 Multicultural Dimensions of Society			Cultural Diversity

* Covers material usually taught in a two-semester course.

Credit-by-Examination Equivalents for Major Coursework

Course	CLEP	DSST	Excelsior
ACCT 1001 Accounting I	Financial Accounting	Principles of Financial Accounting	
BUSI 1001 Introduction to Business	Principles of Management	Introduction to Business	
BUSI 2001 Business Law	Introductory Business Law		
CAIS 1001 Introduction to	Information Systems and Computer	Management Information	

Information Systems	Applications	Systems	
ECON 1001 Macroeconomics	Principles of Macroeconomics		
ECON 1001 Microeconomics	Principles of Microeconomics		
EDUC 1001 Introduction to Education		Fundamentals of Education	
EDUC 1003 Educational Psychology	Introduction to Educational Psychology		
FNCE 3001 Financial Management		Principles of Finance	
HRMG 3001 Human Resource Management		Human Resource Management	Human Resource Management
MRKT 3001 Marketing	Principles of Marketing		
PSYC 1002 Psychology as a Natural Science <i>or</i> PSYC 1003 Psychology as a Social Science	Introductory Psychology		
PSYC 3002 Data Analysis and Presentation		Principles of Statistics	Statistics
PSYC 3003 Methods in Psychological Inquiry			Research Methods in Psychology
STAT 2001 Statistics		Principles of Statistics	Statistics

Advanced Placement (AP) and International Baccalaureate (IB) Diplomas

Walden University recognizes examinations taken in high school as part of an Advanced Placement (AP) or International Baccalaureate (IB) Diploma.

- Advanced Placement exam grades of 3 or higher are accepted.
- International Baccalaureate exam grades of 4 or higher are accepted.
- Walden will award credit for one course exam taken.
- No more than 6 courses will be awarded.

Credit-by-Diploma Examination Equivalents for General Education Courses

Course	Exam Topic	Advanced Placement	International Baccalaureate
BIOL 1001	Biology	X	X
CHEM 1001	Chemistry	X	X
ECON 1001	Economics	X	X
ENGL 1001	English Language	X	X
ENGL 2001	English Literature	X	
NASC 1001	Environmental Science	X	
GEOG 1001	Geography		X
MATH 1002	Mathematics		X
PHIL 1001	Philosophy		X
PSYC 1001 (<i>non-majors</i>) or PSYC 1002 (<i>majors</i>)	Psychology	X	X
STAT 2001 or PSYC 3002	Statistics	X	
ARTS 1001	Visual Arts		X

Transfer Equivalency for Professional Certifications

Walden acknowledges that many students are working professionals who possess a wide range of prior experience and education. While working some students may have attained professional designations in their fields or industries. In association with certain professional organizations Walden offers transfer equivalency credit for some professional certifications.

American Institute for Chartered Property Casualty Underwriter (AICPCU) Articulation Agreement

B.S. in Business Administration students who hold the Chartered Property Casualty Underwriter (CPCU) designation are eligible to receive transfer credit for courses in their program.

Transfer credit for students holding this professional designation is awarded for the following courses:

- **Core Course:** FNCE 3001 Financial Management
Must have successfully completed CPCU 540 and 560.
- **Finance Concentration:** FNCE 4101 Corporate Finance, FNCE 4102 Financial Institutions and Markets, and FNCE 4103 International Finance
Must have successfully attained the CPCU designation.

Child Development Associate (CDA) Articulation Agreement

B.S. in Child Development students who possess a CDA Credential in the Center-Based Setting will qualify for transfer of credit articulation into the B.S. in Child Development Program.

Credit for students holding this professional designation is awarded for the following courses:

- EDUC 1001 Introduction to Education
- EDUC 1004 Child Development
- EDUC 1005 Child Health, Safety, and Nutrition
- EDUC 1006 Child, Family, and Community Relationships
- EDUC 3003 Observation and Assessment of Young Children

Only students who possess a CDA Credential in the Center-Based Setting will qualify for transfer of credit articulation into the B.S. in Child Development Program.

Society for Human Resource Management (SHRM) Articulation Agreement

B.S. in Business Administration students who hold the Professional in Human Resources (PHR), the Senior Professional in Human Resources (SPHR), or the Global Professional in Human Resources (GPHR) designation are eligible to receive transfer credit for one core course and two concentration courses in their program.

Transfer credit for students holding these professional designations is awarded for the following courses:

- **B.S. in Business Administration Core Course:** HRMG 3001 Human Resource Management
- **Concentration Course:** HRMG 4201 Strategic Human Resource Management
- **Concentration Course:** HRMG 4202 Human Resource Development and Change

HRMG 4203 Human Resource Management: Analysis and Problems must be taken.

SHRM approved preparation courses that have been assigned credit by ACE (American Council on Education) may also be substituted for these three courses.

Conditional Admission

Part of Walden University's mission is to extend access to a broad group of individuals who are able to benefit personally from their educational experience, and in turn bring benefit to those they serve. Indeed, Walden values the unique educational backgrounds, life experiences and professional accomplishments of its applicants.

Walden recognizes that in some cases applicants who do not meet the admission requirements bring a wide variety of educational and professional experiences to the university that taken together may predict their success. That is, the university recognizes that a low grade point average earned for prior academic work may not be representative of an applicant's potential for success in its programs. It also recognizes that applicants with a high GPA may have a degree or experience not directly related to the program to which they are applying.

Accordingly, applicants may be offered conditional admission to the university with a stipulation for academic performance at the level of *B* or better, the successful completion of academic progress requirements during the initial term(s) of enrollment, the completion of prerequisites, or other stipulations (including receipt of official records).

Additionally, applicants whose files lack official transcripts or international evaluation yet who have provided unofficial pieces may be offered conditional admission. This will allow them to register for their first-term courses. The missing information must be received within 30 calendar days of the term start. After 30 calendar days and until the information is received, a hold will prevent the student from registering for classes beyond the first term. Students who fail to submit the appropriate documentation by this deadline may become administratively withdrawn from the university. (Also see section in this *Walden University Student Handbook* on Administrative Withdrawal.) Walden cannot process student loans or disburse funds until it has received all official transcript(s) or international evaluations.

Conditional Admission for NTU Certificates

With their admission application, students submit a certificate course proposal using a provided template, in which they state their objectives and program rationale. Upon admission, students work with academic personnel to confirm or modify the course program.

Students cannot apply for a certificate program retroactively (e.g., complete eight courses in a degree program, then stop work on the degree and apply for one or two certificates). No transfer courses are accepted into certificate programs. No matter what courses students have already taken, at least four new courses from the NTU School must be completed to obtain a certificate.

Students must show progress and maintain performance in a manner identical to a degree program. Students track their progress in their program of study, similar to degree-seeking students. Students must receive a *B* or better in each course. *Note: A grade of B– is not acceptable.*

Applicants With Degrees From Non-U.S. Institutions

Applying for Admission

Walden University welcomes people who have degrees from non-U.S. institutions. To apply, they will need one of the following from an institution of higher learning that is accredited or recognized by the country's higher education authority:

- Coursework completed
- A diploma, high school equivalent, associate (or equivalent), bachelor's, or master's (equivalent) degree

All applicants must have their transcript(s) from outside the United States certified for equivalency to U.S. degrees or coursework by one of the following two services:

- The Global Transcript Evaluation service offered by Walden University
- A credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES)

Applicants who have completed coursework at, or hold degrees from, a postsecondary institution in Australia, Canada (except Quebec), New Zealand, or the United Kingdom will normally not need to have their academic transcripts evaluated and certified for equivalency.

Seeking Transfer Credit

Any applicant seeking transfer of credits from an institution outside the United States into a Walden University degree program must have a course-by-course evaluation of relevant transcripts completed by a member of the National Association of Credential Evaluation Services (NACES).

In any circumstances where the Office of Admissions is unable to determine the academic level or course credit awarded in relation to U.S. educational standards, applicants will be asked to submit their transcripts to a member of NACES (or their nursing licensure/certification to the Commission on Graduates of Foreign Nursing Schools) for evaluation. Applicants must pay the evaluation fee directly to the NACES member or to CGFNS.

When evaluating bachelor's degree transcripts from recognized foreign institutions for the purpose of admission to graduate programs, Walden University will consider degrees obtained from countries participating in the Bologna Process to be equivalent to U.S. bachelor's degrees. Such applications will be forwarded to the relevant graduate admissions team for further evaluation. Walden recognizes three-year degrees in Divisions I and II from Indian institutions accredited by NAAC with grade of A as the equivalent to a U.S. bachelor's degree.

Applications received from countries not participating in the Bologna Process will continue to require an international transcript evaluation, unless a specific case can be made that they are equivalent to U.S. bachelor's degrees for the purposes of matriculation into a graduate program. All applicants are subject to school-specific admission criteria. Walden University will continue to monitor developments with the Bologna Process, including student admission data, academic progress, and the response of U.S. universities, transcript evaluation organizations, and accreditation associations.

International Inquiries

For international inquiries, please visit the Contact Numbers page on the Walden website to see a list of international phone numbers.

Non-Degree-Seeking Students

Walden University offers many courses to individuals who do not wish to enroll in a degree program.

Approval Requirements

Non-degree-seeking students are required to submit an application requesting approval to register for courses as a non-degree-seeking student. An applicant is required to meet the admission requirements for the program in which the course resides and any prerequisites of the intended course.

Offers of approval for a non-degree-seeking student to take one or more courses remain in effect for 12 months from the date of the approval offer.

Application materials are available from the non-degree registration team (nondegree@waldenu.edu) and must be submitted at least 14 calendar days before the first day of the course.

Note: Students are responsible for fulfilling prerequisites attached to coursework. Please refer to course descriptions for a list of prerequisites.

Registration Requirements

Non-degree seeking students may only take up to two courses concurrently, unless prior approval is granted by the executive director of admissions.

With the approval of the executive director of admissions, qualified applicants may register for a maximum of five courses as a non-degree-seeking student. Courses taken by a non-degree-seeking student prior to beginning a Walden degree program will be excluded from the course maximum limit upon completion of the Walden degree program.

Non-degree-seeking students are not permitted to take more than two courses in a certificate program without enrolling into the certificate program.

Student Success courses will not apply toward the course maximum limit.

Non-degree-seeking students may register for any course that is not a capstone or that does not have a face-to-face component. They may not register for a course that has been specifically excluded by academic leadership. Capstones include those courses designated specifically as program capstones, doctoral studies, dissertations, and theses. Courses with a face-to-face component that are not available for non-degree-seeking students include study abroad, service learning, internships, practica, and any courses that specifically include a face-to-face requirement.

Note: Non-degree-seeking students are not allowed to enroll in a quarter-based course and a semester-based course in the same term. Non-degree-seeking students are also not allowed to enroll in two courses from different degree levels in the same term.

Applying for a Degree Program

Approval to take a course as a non-degree-seeking student or the successful completion of one or more courses as a non-degree-seeking student does not constitute admission to a degree program or to the university. Non-degree-seeking students who want to undertake a degree program will be required to apply to and be admitted to the specific degree program.

Credits earned by non-degree-seeking students at Walden may be transferred into a degree program at Walden, subject to the rules outlined by the university transfer requirements that regulate the transfer of credits from other education institutions and those outlined in the Transfer Maximum by Program table.

Financial Aid

Non-degree-seeking students are not eligible for financial aid.

Changing Degree Programs

Current and withdrawn students are eligible to be considered for admission to a new degree program.

Undergraduate Students

Students should contact a member of the **Academic Advising Team** to discuss the possible implications of changing degree programs, which can include the following:

- Change in transfer of credit
- Change in time to completion
- Change in financial aid award
- Change in tuition, if there was a tuition reduction associated with the original program that is not offered for the new program of interest

After speaking with a member of the Academic Advising Team, students will need to complete a *Change of Program Request* form and return it to their advisor. Once received, the request will be reviewed along with the student's academic records and account. If there are any holds on the account or if the student is not in good academic standing, the program change request will be denied.

Graduate Students

After reviewing the admission requirements, students should contact a member of the **Enrollment Advising Team** in the school that offers the new degree program to determine the necessary steps to change programs. Additional application requirements may be required. Please note that a student's entire academic record will be reviewed in determining eligibility for admission into the new program.

Students who are admitted to the new program will need to complete a new Professional Development Plan and *Program of Study* form to outline their new degree and academic progress requirements.

Students who have failed coursework at Walden may be required to retake the failed coursework prior to matriculation into a new degree program. In certain instances, coursework may be repeated elsewhere; however, all academic experiences will be reviewed during admission consideration.

Note: Students are allowed to repeat a failed course only once at Walden.

Students will fall into one of two categories listed below and must follow the process outlined.

- **Active:** Contact a member of the Academic Advising Team should the decision be made to repeat coursework outside of Walden University. Students must complete a Letter of Permission in advance of this coursework.
- **Inactive:** Contact a member of the Enrollment Advising Team should the decision be made to repeat coursework outside of Walden University.

Note: *Only external coursework approved by the Office of Admissions will be eligible to replace coursework.*

Changing Concentrations or Specializations Within a Degree Program

Currently enrolled students are eligible to be considered for admission to a new concentration or specialization within a degree program.

Undergraduate Concentrations

After reviewing the admission requirements, students who have questions about this process should contact the Academic Advising Team. Students may need to complete a new *Program of Study* form to outline their academic progress.

Graduate Specializations

Students must

- Review the admission requirements.
- Contact the Academic Advising Team.
- Submit a written request to the academic advisor.
- Submit a *Change of Specialization* form to the academic advisor via e-mail.
- Complete a new *Program of Study* form and Professional Development Plan, depending on the program.

Deferring Admission

An offer of admission is valid for one year from the date of that offer. If an admitted student does not enroll during that year and later wants to enroll, the student will be required to pay the application fee again and submit another application with all the necessary supporting documents, including official transcripts. Documents submitted are only good for one year. All documents submitted become property of Walden University.

Students may defer admission for up to two start dates with the written request from the student for a deferred admission date.

Students who wish to defer their admission must notify the university by the 7th calendar day of the term for which they accepted the admission offer, to avoid notation on their academic record and financial obligation. After the 7th calendar day, new students who are not active in courses will be administratively withdrawn, and a withdrawal will be put on their transcript. These students are not eligible for an admission deferral and must petition for readmission. (Also see section of this *Walden University Student Handbook* on Administrative Withdrawal under “Withdrawing from the University”.)

These students are required to pay for the portion of any course(s) taken, as per the university refund policy. Students who defer their offer of admission are subject to the changes that may occur within their program prior to start.

Timeline Summary and Withdrawal Deadlines

Impact	Up to Day 7	After Day 7
Academic	None	Notation of <i>W</i> grade on transcript
Financial	None	Financially obligated

Gaining Readmission

Students who withdraw and then want to return to the university within two consecutive terms of the withdrawal date, and who are eligible to return, may e-mail a member of the Academic Advising Team with the request to be reinstated to the program.

Students who withdraw and want to return to the university after two consecutive terms but less than a year from their withdrawal date, and who are eligible to return, may submit an online *Petition for Readmission* to the Academic Advising Team at least 30 calendar days prior to the first day of the month in which they want to return to their program. If approved, they will be re-enrolled without academic penalty.

Students who want to return to the university more than a year after their withdrawal date, and who are eligible to return, must follow the regular application process. Students being readmitted after more than 1 year must meet the academic degree requirements within the *Walden University Catalog* under which they are readmitted.

Students who withdraw from the university and then want to be admitted to a new program must follow the regular application process. If readmitted, a student's prior length of enrollment will count toward the minimum university enrollment and progress standards for the receipt of financial aid.

All prior Walden coursework will be reviewed during the readmission application process.

Students who are dismissed for Code of Conduct violations are not eligible for readmission. Except in cases where students can transfer in an equivalent course, students who are dismissed because they fail two required courses are not eligible for readmission.

Readmission Decisions

The offer of readmission is based on a careful review of the *Petition for Readmission* or standard application materials and also on a comprehensive assessment of the applicant's prior academic performance and ability to succeed in the program.

If an offer of readmission is made, the applicant is required to pay the current quarter's or semester's tuition and fees, as well as any balance still owed to the bursar's office at least 15 calendar days before the scheduled start date. Students must also submit all outstanding official transcripts prior to matriculation to the university. The university considers the student officially readmitted on the date specified in the acceptance letter. The offer of readmission remains in effect for 12 months.

If a petition for readmission is denied, the applicant must wait a minimum of 6 months (from the prior readmission request) before applying again for readmission.

English Proficiency

The main language of instruction at Walden is English; therefore, academic success depends upon a student's ability to converse in, write, and understand English. Applicants who do not possess an associate degree or higher from an institution in one of the following countries must submit official scores from one of the tests listed here: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, the Philippines, Scotland, the United States, or Wales. Scores may not be more than 2 years old.

Graduates from universities where course instruction and evaluation were conducted in English, and for which university verification is available (through the *International Handbook of Universities*, published and edited by IAU/UNESCO, 2003), may request that this requirement be waived. Additional information may be requested from the applicant's university's registrar's office to verify that the instruction was truly conducted in English.

English Proficiency Test	Minimum Required Score
Test of English as a Foreign Language (TOEFL)	550 on the paper-based; 213 on the computer-based
Michigan English Language Assessment Battery (MELAB)	82
Academic Modules of the International English Language Testing System (IELTS)	6.5 overall band score

Academic Calendar and Registration Policies

Please note quarter and semester start and end dates for the 2010–2011 academic year. Click on the links above to access detailed calendars for either the Quarter-Based Programs or the Semester-Based Programs.

Walden University's Academic Calendar is broken up into Quarter-Based Terms (Fall, Winter, Spring, and Summer) and Semester-Based Terms (Fall, Spring, and Summer). Within each of these terms, there are Parts of Term that correlate to specific course lengths. These calendars provide term-specific information and list the last day to add or drop a course (with refund) and the last day to withdraw with a grade of "W." The calendars also contain coding that is aligned with the Office of the Registrar's system for student registration.

For a downloadable (and expanded) Academic Calendar in PDF format, visit the registrar's Academic Calendar web page.

At-A-Glance Calendar

Term	First Day of Term	Last Day of Term
Quarter-Based		
Fall Quarter 2010	07-Sep-10	28-Nov-10
Winter Quarter 2010	06-Dec-10	27-Feb-11
Spring Quarter 2011	07-Mar-11	29-May-11
Summer Quarter 2011	06-Jun-11	28-Aug-11
Semester-Based		
Fall Semester 2010	7-Sep-10	26-Dec-10
Spring Semester 2011	3-Jan-11	24-Apr-11
Summer Semester 2011	2-May-11	21-Aug-11