

# GENERAL ADMISSIONS

## DEGREE AND CERTIFICATE PROGRAMS

Bastyr University offers degree programs in naturopathic medicine, nutrition, nutrition and clinical health psychology, acupuncture and Oriental medicine, ayurvedic sciences, midwifery, counseling psychology, ayurvedic sciences, exercise science and wellness, health psychology, nutrition and culinary arts, nutrition and exercise science, integrated human biology and herbal sciences. The University also offers certificates in holistic landscape design and Chinese herbal medicine as well as the option to pursue a registered dietitian credential through the Didactic Program in Dietetics and Dietetic Internship. In addition, there are post baccalaureate preparatory programs for the Naturopathic Medicine and Master of Science in Nutrition programs. Information regarding admission to specific natural health arts and sciences programs is included in the separate academic program sections.

Applicants wishing to enroll in Bastyr University's programs must complete and submit a Bastyr University admissions application along with a nonrefundable fee (\$25 for certificate programs, \$60 for undergraduate programs and \$75 for post-baccalaureate, graduate and professional programs). Supplemental application materials must also be submitted for each degree and certificate program.

## ADDING ADDITIONAL PROGRAMS

Bastyr University has a significant number of students who plan to enroll in more than one degree or certificate course. New students must enter the University in a single degree or certificate program. Once enrolled, students who would like to matriculate in an additional program must go through a formal admissions process. Information and application materials are available from the admissions office. See the section on Double Majors for Undergraduate Students on page 33.

For detailed information about the Didactic Program in Dietetics, see pages 51 and 58. For information on the Dietetic Internship, refer to page 60.

For additional information regarding the Doctor of Naturopathic Medicine (ND) dual degree options, please see the School of Naturopathic Medicine section, page 74.

## NONMATRICULATING AND NONDEGREE STUDENTS

Nonmatriculating or nondegree students are those who are not formally admitted to a degree or certificate program. Such students may enroll in undergraduate classes through the registrar's office if the following conditions are met:

- 1) There is space available in the class upon completion of the initial add/drop period for matriculated students.

- 2) Students have successfully completed prerequisites for the course at an accredited college or university and attained a C grade or better or have program/department chair permission.

The registrar's office will check the prerequisites of nonmatriculated students entering into undergraduate courses before registering them for the course.

## POSTBACCALAUREATE PREPARATORY PROGRAM

Students who have earned a bachelor's degree may apply for admission to a postbaccalaureate preparatory program. These programs are designed for students who are planning to apply for the Master of Science (MS) in Nutrition program or the Doctor of Naturopathic Medicine program at Bastyr University and intend to enroll in courses at the University totaling six (6) or more credits per term while fulfilling prerequisite requirements. Post-baccalaureate preparatory programs are individually designed to permit students to meet outstanding prerequisite requirements and must be completed within one year. Students enrolled in a preparatory program must meet standards of satisfactory progress and minimum standards of admissibility for the degree program in which they wish to matriculate. Bastyr University offers only a limited selection of prerequisite coursework. For detailed information, contact the admissions office.

Students enrolled in the postbaccalaureate preparatory program are eligible for financial aid. Please contact the financial aid office for an application packet or additional information.

## PREREQUISITE WAIVERS

Some prerequisite course requirements may be waived based on a documented learning experience. Applicants who wish to request such a waiver must submit a completed petition to waive a prerequisite form to the admissions office.

### APPLICATION PRIORITY DEADLINES

Bastyr University accepts applications on a rolling basis until all available spaces are filled. Application dates are as follows:

November 1

ND Early Decision<sup>1</sup>

February 1

ND Priority

MSMW Priority

MSN Priority

March 15

All other programs

<sup>1</sup>Applicants who have three or fewer outstanding prerequisites may apply by the early decision deadline. The early decision deadline is nonbinding.

Applications received after the dates noted above are considered on a space-available basis. Applicants who wish to apply for a quarter other than fall should first check with the admissions office to see if they qualify to begin courses out of sequence.

Applications for the Dietetic Internship program must be postmarked by the February deadline set by the Academy of Nutrition and Dietetics.

### INTERVIEWS

Interviews are required for clinical, professional and certificate programs. Applicants are required to interview at the campus to which they are applying. Telephone interviews may be granted in exceptional circumstances.

### SELECTION FACTORS

Bastyr University is committed to providing quality education in the natural health arts and sciences. We encourage individuals from underrepresented minority groups to apply. The University supports equality of educational opportunity and, therefore, does not discriminate on the basis of race, color, national origin, marital status, gender, sexual orientation, gender identification or expression, age, religion, creed, veterans' status or handicap in admission or access to its programs and activities.

For detailed program information, refer to the required skills and abilities section (if applicable) in the appropriate school section.

### ACCEPTANCE

Following completion of the application process, a letter of acceptance is sent to those students selected. Those students who are making satisfactory progress toward the completion of their prerequisite requirements may be accepted with conditions. For

these students, matriculation is contingent on successful completion of the requirements outstanding at the time of acceptance. They must return a non-refundable deposit within two weeks of receipt of the acceptance letter to hold a place in the class. The deposit is credited toward tuition at registration. Applicants have six business days from the University's receipt of their deposit in which to request return of the deposit. Following this time, deposits are nonrefundable, even if applicants decide to reapply and enroll in a subsequent year.

Offers of admission are made for a specific quarter of a specific year. For most degree programs, students are admitted only in the fall quarter.

An admissions file may be examined by the student (with the exception of confidential recommendations) only after acceptance and enrollment. Files remain the property of the University, and information contained within cannot be returned to or copied for the student. Certain items submitted for admission to the University are not considered to be part of a student's permanent academic record. Those items are therefore purged from the file upon receipt by the registrar's office.

### DEPOSITS

All candidates for admission who have been accepted into a program at Bastyr University are required to pay a nonrefundable deposit (\$200 for degree programs, \$100 for certificate programs<sup>1</sup>) to hold a place in the entering class. The deposit is credited toward the student's first quarter tuition. Applicants should be aware that the University may, without notice and at the discretion of the admissions committee, offer to another student the place of any applicant whose deposit has not been submitted within the specified time.

Accepted students who wish to take a summer course (i.e., general or organic chemistry), must pay a separate \$100 nonrefundable deposit to hold their place in the summer class. This summer quarter deposit is credited toward the student's summer tuition. Continuing students are not required to pay a deposit for summer courses.

Currently enrolled students who have been accepted into an additional program at the University are not required to pay a deposit.

<sup>1</sup>For fall 2014, the deposit will be \$300 for graduate professional programs, \$200 for undergraduate, certificate and postbaccalaureate programs.

### DEFERRAL OF ENROLLMENT

Applicants who have accepted their offers of admission may request a deferral of their application for up to one year. The admissions committee reviews the request and will either approve or deny the request. If re-admitted the following year, deferred application students must pay the deposit for their program to hold their spot in the class. If students fail to make this deposit, the deferral is rescinded and the initial deposit forfeited.

### GRADUATE-LEVEL TRANSFER CREDITS AND ADVANCED STANDING STATUS

Students who have completed professional doctoral programs may be considered for advanced standing status. Students who have attended, but not graduated from, similar graduate or professional programs may receive transfer credit for individual courses but are not considered advanced standing students. For transfer consideration, credits must be earned from an institution accredited by a regional accrediting agency that is recognized by the American Council on Education Commission on Recognition of Postsecondary Accreditation or from an institution accredited by the CNME, ACAOM or MEAC. Graduate and professional students must complete at least two-thirds of their credits at Bastyr University. Specific information regarding transfer and advanced standing status policies for the naturopathic medicine program is included in that school's section (page 67). Specific information regarding transfer policies for AOM programs is included in the acupuncture and Oriental medicine section (page 83). Midwifery transfer policies are available under the program description (page 43).

### UNDERGRADUATE AND COMMUNITY COLLEGE TRANSFER CREDITS AND RESTRICTED COURSES

Bastyr University accepts undergraduate transfer credits earned at any regionally accredited college or university, provided the courses are similar in content and taught at the same level as courses within the curricula of Bastyr University. As the University is an upper-division, degree-completion institution, all undergraduates are transfer students. A maximum of 135 quarter credits or 90 semester credits may be transferred toward an undergraduate degree, and students must complete a minimum of 45 quarter credits at Bastyr to earn a University undergraduate degree.

Ninety quarter or 60 semester credits may be transferred from a community college. An

additional 10 credits may be accepted from a community college in the following areas if the content of the courses is determined to be equivalent to the required courses at Bastyr University: organic chemistry, biochemistry, anatomy and physiology, microbiology, botany, physics, statistics, developmental psychology, abnormal psychology, social psychology and psychology of personality. Once a student has matriculated into Bastyr, additional credits over 90 will not be transferred from a community college. All entering undergraduate students are required to have at least a 2.75 cumulative grade point average, with a grade of C (2.0) or better in all required courses. Exceptional applicants who do not meet this minimum requirement will be reviewed on a case by case basis. Transfer students who hold an approved direct-transfer associate degree from a Washington state community college are given priority consideration in accordance with the Washington Inter-College Transfer and Articulation agreement. Admission to Bastyr University is competitive. All applicants are evaluated on the basis of academic records, narrative statement and applicable experience.

Undergraduate students may transfer a maximum of three quarter credits of one-credit physical education courses toward the required 180 graduation credits. A maximum of 15 vocational, technical, CLEP or military credits may be applied to the elective credit total. Noncollege courses, such as remedial composition, intermediate algebra and English as a second language, are nontransferable.

For further information refer to the Academic Policies section starting on page 14 and the "Transfer of Credit to Bastyr University" policy in the *Academic Policy and Procedure Manual*.

### APPLICANTS WHOSE FIRST LANGUAGE IS NOT ENGLISH

All applicants for whom English is a second language must present evidence of proficiency in the English language in one of the following ways:

- Official TOEFL exam results on the Internet-based test (iBT) with a score of 79 with a minimum of 20 in the speaking section, 213 on the computer-based test
- Two quarters or semesters of enrollment in liberal arts courses taught in English, totaling at least 15 quarter credits (10 semester credits) of college transferable credits (not including vocational coursework or English as a second language), completed at an accredited U.S. or Canadian school, with GPA of 3.0 or greater

(no single course less than a C- grade or 1.7 on a 4.00 scale) (Please note that the Admissions Committee reserves the right to request further English proficiency documentation or the TOEFL results if desired.)

- Completion of Level 6 from any ACE Language Institute in the United States within the last two years from date of expected entry into a Bastyr University program

TOEFL scores more than two years old will not be accepted. The Bastyr University code for the TOEFL exam is #9839. Admitted students whose first language is not English may also be required to take additional elective credits and/or training to improve their language skills.

### INTERNATIONAL STUDENTS

To be eligible for enrollment at Bastyr University, all international student applicants must submit an application, application fee, letters of recommendation (if needed), documentation of sufficient funds (see below), official transcripts or an evaluation sent from a foreign credential evaluation service, a copy of their passport and a current photograph. Applicants who speak English as a second language are required to submit official exam results outlined in the section Applicants Whose First Language Is Not English. (See above.) Official transcripts from any college or university outside the United States must be translated and evaluated, course-by-course, by an independent evaluation service. There is a charge for this evaluation. The service will forward the evaluated transcript to Bastyr University at the applicant's request.

Housing is available on a first-come, first-served basis in our Student Village on the Kenmore campus. Apartments and houses are also available for rent near the Kenmore campus, Bastyr Center for Natural Health in Seattle and Bastyr University California.

International students must enroll as full-time, degree-seeking students and comply with all related immigration policies for the F-1 student visa program.

Federal laws require that international students maintain adequate health insurance while attending Bastyr University. All admitted F-1 students will be required to purchase coverage through Bastyr University or submit a waiver form providing documentation of comparable insurance coverage valid in the United States for the duration of study.

### F-1 STUDENT VISAS

A nonimmigrant student and his/her spouse and/or children may be admitted into the United States in the F-1 classification during their course of full-time study. This does not include those applicants who hold dual citizenship, are lawful permanent residents (or have received confirmation from the U.S. Custom and Immigration Service [USCIS] of an adjustment of status to Lawful Permanent Resident), have a valid business visa, or, if by blood percentage, are 50 percent or more North American Indian. However, Bastyr University requires official documentation of such status. Students with current F-1 visas transferring to Bastyr University must forward a copy of their current I-20.

### DOCUMENTATION OF SUFFICIENT FUNDS

International students must provide complete and accurate documentation of sufficient funds in order to qualify for a student visa. The total of these funds must cover the cost of the first year of school, books, insurance and living expenses. Official bank statements as proof of liquid assets are required to document sufficient funds. A signed affidavit of support (available from the admissions office) is required if the bank statement/account proving the availability of required funds is not in the student's name. The amount required to cover expenses for the first year is dependent upon the program of study. If you have dependents who will apply for F-2 visas, the cost of living expenses for the spouse and/or children must be provided. The current cost of total expenses for each student and the cost of living per each dependent is listed on the 1-20 documentation worksheet, which is part of the application packet for international students.

### FINANCIAL ASSISTANCE AND EMPLOYMENT

International students are not eligible for U.S. federal or state-funded student aid programs but may obtain private loans with a U.S. citizen or resident as a cosigner. Canadian students also have access to the Canadian federal student loan program and most provincial loans. Documentation of sufficient funding is required for F-1 students because off-campus employment is prohibited by the USCIS during the first year of study. International students are limited to no more than 20 hours a week of on-campus employment while school is in session and may work full-time during vacation periods, as long as they have maintained status and intend to register for the following term. Bastyr University has a very limited amount of international employment money available.

## FINANCIAL AID

The role of the financial aid office at Bastyr University is to assist students in obtaining the funding they need to reach their educational goals.

Bastyr University participates in the full range of state and federal student financial aid programs. Student eligibility is determined following the state and federal regulations that apply to each particular aid program.

Graduate students primarily rely on federal educational loan programs, including Federal Direct unsubsidized and Graduate PLUS loans, and the Perkins loan program. Employment opportunities are provided by the federal and state work-study programs.

Additional support is provided by scholarship programs administered by Bastyr University from both endowed programs and University resources.

Undergraduate students are also eligible for all of the programs mentioned above except Graduate PLUS loans, but parents of dependent undergraduate students may apply for a Federal Direct Parent PLUS loan. Undergraduate students may also be eligible for subsidized Federal Direct Stafford loans and federal grants (Pell grants and Federal Supplemental Educational Opportunity grants). Washington state residents may be eligible for a Washington State Need Grant.

Private loan programs also provide a supplemental source of funding to students. These loans require a positive credit history and/or a co-signer with good credit.

All international students are eligible for University-funded scholarships and grants as well as on-campus employment from University funds.

**Financial Aid Deadlines:** There are no formal University deadlines. However, undergraduate students are encouraged to apply by April 1 in order to receive consideration for several external grant programs with early deadlines. All students are encouraged to apply for financial aid at least 90 days before the first quarter of attendance.

Detailed information on application procedures, program costs, and financial aid funding are published annually in the *Bastyr University Financial Aid Handbook*. The *Bastyr University Financial Aid Handbook* and financial aid application are located on the Bastyr website and the MyBU student portal.

### Satisfactory Academic Progress for Financial Aid

Federal student aid regulations mandate that students who wish to be considered for financial aid must be making satisfactory progress in a degree

or certificate program. This requirement applies to the entire period of enrollment at Bastyr University, even though students may not have received financial aid for some periods of enrollment. Satisfactory academic progress is currently reviewed at the end of each spring quarter. It is also students' responsibility to monitor their own progress.

All students must meet the published academic standards for their individual programs. Students placed on suspension or limited suspension are not eligible for financial aid.

Undergraduate students awarded a State Need Grant must complete at least 50 percent of the credits for which they received funding for that quarter. Failure to complete the required number of credits each quarter will result in cancellation of subsequent disbursements. Satisfactory academic progress is monitored at the end of each quarter for this program.

See the student portal (MyBU) under Financial Aid menu option for the complete satisfactory academic progress policy for financial aid eligibility.

### Required Return of Federal Financial Aid

The University is required to return federal Title VI funds when a student fully withdraws during the first 60 percent of any quarter. Please see the student portal (MyBU) under financial aid for the complete policy.

### Required Return of State Financial Aid

The University is required to return state financial aid when a student fully withdraws during the first half of any quarter. Please see the student portal (MyBU) under financial aid for the complete policy.

### Gainful Employment Compliance

As of July 1, 2012, the U.S. Department of Education will require institutions who participate in the student financial assistance programs under Title IV of the Higher Education Act of 1965, as amended, to report certain information about students enrolled in their Title IV eligible programs that lead to gainful employment in a recognized occupation. At this time, the regulations only apply to the certificate programs in Chinese Herbal Medicine and Holistic Landscape Design. The following links to our website will provide that information:

Certificate in Chinese Herbal Medicine  
[www.herbal1.bastyr.edu](http://www.herbal1.bastyr.edu)

Certificate in Holistic Landscape Design  
[www.landscape.bastyr.edu](http://www.landscape.bastyr.edu)