

Alternative Application Process

For Applicants without a Bachelor's Degree

At Antioch University New England, students may qualify for graduate study through a combination of undergraduate study and learning acquired through sustained professional work. In exceptional cases, we admit adults who have not completed their undergraduate degrees but have a minimum of two years of transcribed, accredited college work plus significant educational and professional training. Applicants must demonstrate that they have the skills, knowledge, and experience to do graduate-level work.

Alternative Admissions is a three-stage process that takes approximately two months to complete. The Alternative Admissions timeline is independent of standard application deadlines. Alternative Admissions applications are accepted for all entry points, and each entry point has a timeline. Please contact the Office of Admissions for the schedule of deadlines for the current year.

Antioch University New England does not award undergraduate baccalaureate degrees. The Alternative Admissions process does not apply to doctoral programs or to school principal certification programs.

Timelines

Stage 1

Submit Application.

Deadlines: March 1 for Summer entry
 July 1 for Fall entry
 October 1: for Spring entry

Stage 2

Once application has been submitted, an Admissions Counselor will be in contact with you and will set a date typically 6 weeks from when the application has been submitted. All materials required in Stage 2 must be received by the deadline the Admissions Counselor will assign to you for this process.

Stage 3

Interview and Admissions Process.

This process typically takes approximately 2 weeks.

Admissions Criteria

Alternative Admissions applicants must demonstrate that they meet the following criteria and have acquired the knowledge and skills needed to successfully pursue graduate-level work.

1. A minimum of two years of undergraduate credit (60 semester hours) from an accredited institution. Non-credit coursework previously taken can be used towards your Supplemental Portfolio. Any Antioch University graduate credits taken prior to matriculation by the Alternative Admissions applicant can be used toward the 60-credit undergraduate requirement. Please note: These credits cannot also be considered towards a Master's Degree at Antioch University New England.
2. Approximately five years of sustained professional experience in areas closely related to the applicant's field of proposed graduate study
3. Knowledge of the professional field of proposed graduate study
4. The ability to think critically
5. Effective oral and written communication skills
6. Research skills and the ability to use appropriate learning resources
7. Breadth and depth of knowledge in the humanities, social sciences, and natural sciences outside the applicant's professional field

In addition to satisfying the above Alternative Admission requirements, Antioch New England assesses Alternative Admissions applicants according to the same criteria used in the regular admission process for entering a master's degree program.

1. Does the applicant have the academic background and appropriate work experience to have prepared her or him for graduate study?
2. Does the program to which the applicant is applying meet her or his educational and professional goals?
3. Does the applicant have the interpersonal skills to be successful in the Antioch University New England environment and in the chosen professional field?

NOTE: Elementary Education students who seek certification should check certification requirements with the Department of Education in the state(s) where they wish to teach.

Prospective Alternative Admissions applicants must contact an admissions counselor to determine their eligibility. Successful completion of each stage of the process is necessary to advance to the next stage.

Stage I

Application

Complete and submit the master's application form with the non-refundable \$50 application fee, as well as a personal essay, a comprehensive resumé, two letters of reference, and official transcripts by the Stage I deadline. All submitted materials become the property of Antioch University New England. Please keep copies for your own files.

Personal Essay

The personal statement should be typed, double-spaced, and between three and four pages in length. In writing the Personal Essay, the Alternative Admissions applicant must address the following:

1. What have been your most significant learning experiences?
Please provide some examples.
2. What is your learning style, and how do you go about solving problems?
3. Why are you considering coming to Antioch University New England at this time in your life? What do you hope to get from the experience professionally and personally? What do you have to contribute to Antioch University New England and to your field?

Comprehensive Resumé

The Comprehensive Resumé serves to provide a more in-depth picture of your work and life experiences than would appear on a resumé for work purposes. In addition to listing the areas of education, employment, volunteer work, travel experiences, hobbies, and interests, please include evaluative comments for each experience.

The purpose of evaluative comments is to tell the story behind the story. These comments should explain growth, learning, and how one experience led to another. It is helpful to put these evaluative comments in italics. The resumé should be typed, double-spaced, and between five and six pages in length.

Recommendation Letters

A minimum of two recommendation letters is required. Letters of recommendation should be submitted online to your application by the recommender. Directions for how to do this are on the online application.

Documentation of All Academic Work

- Official Degree-granting Transcripts are required from all institutions you have attended. An original transcript should represent each institution attended.
- Copies (not originals) of all certificates of completion for not-for-credit workshops, institutes, etc. may be submitted to the Office of Admissions as part of the application.
- If you have taken any college-level examinations (CLEP), please submit the scores to the Office of Admissions.

Stage II

Portfolio Position Papers

Applicants who have been invited to submit a portfolio must write two position papers to document the applicant's breadth and depth of knowledge in fields such as the humanities, social sciences, and natural sciences. These papers incorporate readings, research, and the applicant's critical analysis of the subject he or she has chosen. Each paper must be typed, double-spaced, with parenthetical citations in the text, and a minimum of five references.

Sample Portfolios are available for review in the Admissions Office.

We suggest the applicant follow the APA style for the bibliography. Each position paper must be no more than ten pages in length.

Suggested topic areas

- An essay that develops the applicant's personal view of a prominent issue in the arts or humanities. This includes the disciplines of English, History, Performing Arts, Visual Arts, Music, and Communication
- An essay focused on the applicant's view of a prominent issue in the Social Sciences. This includes the disciplines of economics, sociology, psychology, geography, anthropology, and political science.
- An essay discussing a major issue in the sciences, illustrating the applicant's scientific knowledge. This includes the disciplines of natural science, chemistry, biology, physics, ecology, geology, meteorology, and astronomy.
- A response to an editorial from a local paper which shows the applicant's knowledge of the issues. Be sure to include a copy the editorial.
- Identify an issue prominent in American society. The essay should treat this in a historical context, identifying the pros and cons of the issue

The following reference sources are available in public libraries or local bookstores.

Hacker, D. (2000). *A pocket style manual* (revised 3rd edition). Bedford/St. Martins.

Hacker, D. (1999). *A writer's reference* (revised 4th edition). Bedford/St. Martins

Lerner, M. (1994). *Writing smart: Your guide to great writing*. Villard Books.

Lynsford, A. (2002). *Easywriter: A pocket guide* (2nd edition). Bedford/St. Martins.

Manual of style (revised 14th edition). (1993). University of Chicago Press.

Strunk, W. S., & White, E. B. (1979). *Elements of style*. Macmillan.

Supplemental Portfolio Materials (Optional)

These are optional pieces that an applicant may wish to include to strengthen her or his application. Please do not submit original copies of certificates or other materials since they will become the property of Antioch University New England. Supplemental material could include letters of recognition, published articles, newspaper articles, photographs of art works, or samples of poetry. Submit only the best examples of your work.

Stage III

Interview and Admission Decision

The Office of Admissions will contact the applicant to schedule an interview. Applicants are interviewed by an admissions counselor and a faculty member from the program to which they are applying.

Applicants will be informed of the admission decision shortly after completing the interview.

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