



## POLICY ON PUBLISHED TRANSFER

<b>Administrative Division</b>	<b>Academics</b>
<b>Policy Title</b>	<b>Policy on Published Transfer</b>
<b>Administrative Office</b>	<b>Provost's Office</b>
<b>Effective Date of Policy</b>	<b>03.13.20</b> <b>Amended Policy: January 27, 2025</b>

### **Purpose**

Kansas Wesleyan University encourages applications from students who seek a liberal arts education in which responsible development is the highest priority, where emphasis is placed on a strong foundation to meet future challenges, and where there is a commitment to both the Christian faith and community service.

Students are encouraged to visit the campus to meet faculty, administrators, and current students. Private, scheduled campus visits are encouraged, but regularly scheduled campus visitation days are planned. Arrangements should be made through the Office of Admissions.

### **Implementation**

The amended policy was revised on November 15, 2024 and is effective January 27, 2025.

### **Policy**

#### **Admission to the University**

Application can begin at the Kansas Wesleyan University website at [www.kwu.edu](http://www.kwu.edu).

#### **First-Time Student Applicants**

##### **First-Time Student Applicants Include:**

- Those students who have never attended college previously.
- Students with fewer than 24 graded transferring credit hours from other colleges or universities.
- High school seniors who took college courses during high school or the summer immediately following high school graduation.

##### **Requirements for Regular Admission (Full- and Part-Time Degree-Seeking):**

- A completed application for admission along with the non-refundable \$20 application fee.
- Applicants must have a minimum grade point average (GPA) of 2.5 on a 4.0 scale with 18 composite or 2.75 on a 4.0 scale with no ACT required, a GED certificate with a score of at least 550, or rank in the upper 50% of their senior class.

## Admissions Procedure

A student will be considered for admission to the university when their file is complete with the following credentials:

- A completed application for admission along with the non-refundable \$20 application fee.
- An official copy of the high school transcript or GED scores and all college transcripts.

KWU has adopted a Test Optional Policy for first-year applicants; however, it is still highly recommended that students take the ACT/SAT and submit their scores for placement purposes. Students who do not submit test scores will be treated in the same manner as those who do. In the event that the student does not have an ACT or SAT score or wishes to be enrolled in a course with a higher ACT/SAT prerequisite, they will be required to take the ALEKS placement assessment. See p. 65 (in course catalog) for more information on the ALEKS assessment.

Applicants must graduate from a state-accredited high school or complete the equivalent of a high school education and must be in good standing both academically and socially. Applicants may be accepted based on a partial high school transcript, which must include at least six semesters. A final, official high school transcript is required to verify that remaining credits were completed at a satisfactory level. The final transcript must include the date of graduation. Students must have their final high school transcript on file by the start of the term's attendance verification date. Failure to provide the final high school transcript may result in termination of enrollment.

Home-educated students must submit transcript documentation from the primary instructor demonstrating completion of the basic credit hours for high school. The transcript should not only demonstrate academic completion, but should also include a short, written evaluation from the primary instructor. Kansas Wesleyan University reserves the right to request additional portfolio or performance-based assessments, if necessary, to document competency for admission.

Convictions of offenses under statutory law may be a consideration for evaluation of applicants for admission into the university or any of its programs. Evidence of successful rehabilitation from such offenses must be provided from applicants who may be included in this category. In addition to a letter of recommendation from a law enforcement or judicial representative, a complete copy of the court file will be required for consideration by the Enrollment Committee.

Non-native speakers of English must also provide proof of English proficiency. Students can prove proficiency in several ways:

- TOEFL (Test of English as a Foreign Language) - A minimum score of 61 Internet based is required for regular admission to the undergraduate program, and a score of 79 internet based is required for admission to the M.B.A. program.
- IELTS (International English Language Testing System) – A minimum score of 5 is required for regular admission to the undergraduate program, and a score of 6 is required for admission to the M.B.A. program.
- Duolingo – A minimum score of 95 is required for regular admission to the undergraduate program, and a score of 110 is required for admission to the M.B.A. program.

This requirement will be waived if the applicant graduated from a high school in which the primary language of instruction was English, or if the student completed 24 or more transferring graded hours from an accredited college or university in which the primary language of instruction was English.

## **Notification of Admission to the University**

When all required official credentials have been received, the student will be notified of the decision for admission by letter on a rolling basis. All accepted full-time and part-time students must pay confirmation of enrollment fee (\$100) prior to registration. This enrollment fee is made to reserve a residence hall room, scholarships or aid award, and/or to allow registration in classes. The enrollment fee is non-refundable, and financial aid cannot be used to pay this required fee.

## **Transfer Applicants**

We welcome applications from all qualified students who want to transfer to Kansas Wesleyan University from other colleges or universities. Acceptance of credit from colleges and universities, accredited or not, is at the sole discretion of the university. The evaluation of coursework completed at another college or university is considered on a case-by-case basis and determined upon review and evaluation of official transcripts, course descriptions and course syllabi after official acceptance to Kansas Wesleyan University. The Office of the Registrar will facilitate the approval process between the student and the academic division or department. Students will receive a preliminary transfer credit evaluation that will indicate the courses that have been approved to transfer to KWU.

All students seeking to graduate from KWU must meet the requirements for the foundational courses as well as complete the requirements for the Liberal Studies Program.

**Transfer Applicants Include:** Full- or part-time degree-seeking students who have taken 24 or more graded college credit hours since high school graduation or completion of the GED. Students with less than 24 graded, transferable credit hours must meet the requirements specified for first-time student applicants.

## **Requirements for Regular Admission:**

- A completed application for admission along with the non-refundable \$20 application fee.
- Applicants must have earned a minimum grade point average (GPA) of 2.0-2.29 (conditional status); 2.3+ is full standing on a 4.0 scale for 24 or more graded credit hours.
- Applicants must submit an official transcript from each college attended demonstrating they have left the institution “in good standing.”
- Applicants may be asked to submit an official high school transcript or GED score demonstrating they have successfully completed all requirements to receive a high school diploma or GED if Financial Aid is unable to determine a student’s Ability to Benefit based on the number of transfer credits.
- Grades earned on the quarter-term system do not transfer at the full credit listed on the transcript. Quarter-term hours compute at two-thirds of KWU credit hours; e.g., four quarter-term hours will equal 2.67 semester hours.

Any course identified as remedial is not transferable to meet graduation requirements. Any course identified as a workshop, seminar, practicum, field experience, work experience, continuing education, or weekend-type course work will be carefully evaluated by the Office of the Registrar to determine transferability toward graduation requirements. Students must have all their college transcripts on file by the start of the term’s attendance verification date. Failure to provide the final transcript may result in termination of enrollment. Also, withholding information concerning previous schools attended could result in termination of enrollment.

At least 60 of the 120 credit hours required for the Baccalaureate degree must be earned at a four-year institution. At least 24 of the last 30 academic credit hours must be taken at KWU.

## **Reverse Transfer**

Kansas Wesleyan University participates in a universal reverse transfer program with Kansas community colleges. This program allows students to receive an associate degree from their most recent community college by combining credits earned at KWU with credits earned at the community college. Students who transfer at least 45 credit hours to KWU from Hesston College, Donnelly College, or any Kansas public community college are eligible to participate in the reverse transfer program.

Students who wish to participate must sign a Reverse Transfer Agreement. At the end of each semester and summer term, KWU will submit an official transcript to the community college for each student who is enrolled in the Reverse Transfer program and has at least 60 cumulative earned credit hours. Once the student has met all degree requirements for their declared associate degree, the community college will award and mail the associate degree to the student.

## **Articulation Agreements**

Kansas Wesleyan maintains articulation agreements with a number of Midwest Community Colleges in order to confirm transfer course work. For a detailed listing of these articulation agreements visit the transfer admissions webpage or contact the Office of the Registrar.

## **Holistic Admissions Review**

(Full and Part-Time Degree-Seeking):

**First-Time Student Applicants** who do not fulfill requirements for regular admission may be considered for provisional admission. To be considered for the Holistic Admission Review Process, applicants must meet the following requirements:

- A completed application for admission along with the non-refundable \$20 application fee.
- A minimum high school grade point average (GPA) of 2.0 on a 4.0 scale or provide a GED certificate with scores.
- A minimum ACT composite score of 16; a minimum SAT score of 880 (Evidence Based Reading and writing and math scores combined).
- The applicant provide a letter of appeal that explains how their academic record does not reflect their potential for success at KWU. In particular, the applicant should provide a plan for addressing barriers that have previously hindered success. Finally, the applicant should describe what long-term aspirations motivate their interest in a college degree.
- Provide two letters of recommendation by someone who can attest to your academic ability, such as a teacher, faculty member, school counselor, or advisor.

Upon receiving all the required documents, the Enrollment Committee will meet to determine the applicant's admission.

Appellants who are not granted admission via the Enrollment Committee appeal process may be encouraged to enroll at a community college to establish an academic track record and reapply for admission to KWU after successfully completing one or more terms.

**Transfer Applicants** who do not fulfill requirements for regular admission may be considered for probational admission. To be considered for the Holistic Admission Review Process, applicants must meet the following requirements:

- A completed application for admission along with the non-refundable \$20 application fee.
- A minimum college GPA of 2.0 to 2.499

- A letter of appeal that explains how their academic record does not reflect their potential for success at KWU. In particular, the applicant should provide a plan for addressing barriers that have previously hindered success, along with two letters of recommendation (one from an instructor), which will assist in making a decision.

**All provisional and probational students** must meet the Satisfactory Academic Progress Standards as listed on pg. 43 by the conclusion of the second semester of academic work. Failure to do so may result in academic dismissal. No student will be dismissed at the conclusion of their first semester of enrollment at KWU.

To help ensure student success the following conditions will also apply:

- The student must be enrolled in INTD090: Strategies for Success and attend regular meetings with the Director of the Student Success Center. Students who fail INTD090 will be required to repeat the course the following semester.
- The student can take no more 16 credit hours which will include INTD090 Strategies for Success and all activity-based courses (as appropriate). To view a complete list of the activity-based courses, please see the Office of the Registrar. The restriction will remain in effect through the first full semester of enrollment at KWU and will be lifted thereafter at the conclusion of the second semester of enrollment or the date on which the student's academic probation is lifted, whichever occurs first.

**See the Satisfactory Academic Progress policy on pg. 43 for information about Academic Good Standing, Academic Probation, and Dismissal.**

### **Pre-College Applicants**

#### **Pre-College Applicants Include:**

- Currently enrolled high school students.

#### **Requirements for Admission:**

- Submission of a completed application with the signed authorization of the high school counselor.
- A high school transcript showing a GPA of at least 2.5.

Students who have completed at least five semesters of high school course work and are currently enrolled in a state-accredited high school may register for courses at Kansas Wesleyan University under the Pre-College Program.

High school students admitted as pre-freshman must pay the tuition and fees stipulated by Kansas Wesleyan University and are ineligible for financial assistance. Pre-College students are eligible to receive the tuition discount for a maximum of nine credit hours.

All courses taken for credit will be placed on regular KWU transcripts.

Acceptance of credits at Kansas Wesleyan University upon admission as degree-seeking students will be at full value and be usable to fulfill any and all degree requirements as described in the university catalog.

Transfer of pre-college credit to other institutions will be under the control of those institutions, but Kansas Wesleyan University will assist students in obtaining credit at other institutions for courses taken under the Pre-College Program.

Credits do not count toward high school graduation unless arrangements have been made in advance with both high school and Kansas Wesleyan University officials.

Pre-college students are limited to six credit hours of course work or audit per term. Enrollment in more than six hours requires a 3.00 or higher high school grade point average and favorable recommendation from the high school counselor. However, no more than nine credit hours may be taken per term.

### **Non-Degree-Seeking Applicants**

#### **Non-degree-seeking applicants include:**

- Students not seeking a degree from Kansas Wesleyan University.

#### **Requirements for Admission:**

- Submission of a completed application along with the non-refundable \$20 application fee.

**Note:** Non-degree-seeking student enrollment is limited to six credit hours per semester with a total accumulation of 24 credit hours. Once this limit is reached, students wishing to continue at Kansas Wesleyan University must make application for admission to degree-seeking status. To change to degree-seeking status, students must meet the requirements for that status. Non-degree-seeking students are ineligible for financial assistance from Kansas Wesleyan University.

### **International Undergraduate and Graduate Applicants**

Kansas Wesleyan University accepts international students on a regular basis. Kansas Wesleyan University's goal is to secure intelligent and outgoing students who desire an educational experience in the United States. While respecting their own cultural backgrounds, international students must also be willing to absorb and participate in national and local cultures of the United States. While being respected as an individual, the international student will be treated as an equal to all other students with regard to academic and social policies.

KWU is authorized by law to enroll non-immigrant-alien students. An international student will be considered for admission to the university when his/her file is complete with the following credentials by July 1 for the fall semester or November 1 for the spring semester:

- A completed international application for admission.
- A non-refundable U.S. \$100 application fee.
- An official transcript from a four-year high school or its equivalent. **NOTE:** It may be necessary for the applicant to send transcripts from foreign high schools, colleges and universities to a credential's evaluation agency (World Education Services, WES; Educational Credential Evaluators, ECE; Span Tran Educational Services, International Credential Evaluations, INCRED) for evaluation at the expense of the applicant. A copy of the results must be sent to the KWU Office of Admissions.
- Official TOEFL scores (Test of English as a Foreign Language) if English is not considered your primary language. A minimum TOEFL score of 61 internet based (IELTS – 6) is required for admission to the undergraduate program, a score of 79 internet based (IELTS – 6.5) for the M.B.A. (see Nursing for TOEFL iBT requirements printed pg. 167).
- An official bank letter demonstrating the applicant's ability to pay.
- A signed certified affidavit of sponsor's ability to pay must accompany the application.

International students from countries where English is considered the primary language must meet the regular admission requirements.

International students will be required to live in campus housing for a minimum of one regular semester (fall or spring) upon entry. Following the initial semester, international students will be subject to the standard housing policy.

### **Return-after-Absence/Re-Admit (From KWU) Applicants**

#### **Return-after-Absence /Re-Admit Applicants**

Return-after-lapse applicants include those students who were previously enrolled at Kansas Wesleyan University. These students are considered to have departed the institution and must apply for admission. The academic requirements at the time of re-entry will apply (not those of their earlier catalog). The student's entire educational record is considered for a re-admission decision.

#### **Requirements for Re-Admittance:**

- Submission of a completed re-admission application.
- Official transcripts from each school attended since last enrollment at Kansas Wesleyan University.

#### **Readmission for Service Members**

Kansas Wesleyan University will readmit a service member with the same academic status as they had when last attending the university. This applies to any student who cannot attend school due to military service. The student must provide official notification to KWU of their military service and intention to return to school. The student may contact the Office of the Registrar to provide official notification of service and intent to return. After receiving official notification, KWU will readmit the student in the program beginning after they provided notice of intent to reenroll, unless a later date is requested or unusual circumstances require the student to be admitted at a later date. The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

### **M.B.A. Applicants**

#### **Admission Process**

All individuals must complete the following formal application process for admission to graduate study.

- An application for admission to graduate study must be completed. A non-refundable \$30 application fee must accompany the application. This application fee will be waived for Kansas Wesleyan University seniors and graduates.
- Applicants must possess an earned baccalaureate degree from a regionally accredited college or university with an overall undergraduate GPA of at least 2.75 (4.0 scale).
- An official transcript is required from the college from which the student received his/her undergraduate degree.
- Non-native English speaking applicants must demonstrate an acceptable level of proficiency to speak and read English. Such proficiency may be determined by scoring 79 on the internet based TOEFL test or by obtaining an undergraduate degree from a regionally accredited college or university in the United States.

#### **M.B.A. Holistic Admission Review**

Applicants who do not meet the admissions requirements for the M.B.A. program may submit the following documentation to have their file reviewed by the Enrollment Committee to determine if they may be granted provisional admissions into the graduate program:

1. Statement of Purpose: This document should indicate the applicant's reasons for applying to graduate study as well as his/her plans for and commitment to academic success.
2. Provide Two Letters of Recommendation: This letter must come from an outside party, unrelated to the applicant, who is familiar with his/her academic work.
3. Provide resume/CV.

All of the above information must be sent to the Office of Admissions by email at [admissions@kwu.edu](mailto:admissions@kwu.edu) or by mail:

Attn: Enrollment Committee  
Office of Admissions  
100 E Claflin Ave  
Salina, KS 67401

### **Nursing Applicants**

#### **Requirements for Admission**

In addition to the general requirements for admission of freshman and transfer students to the university, other requirements must be met by students applying to the Nursing Program (please see section on Department of Nursing Education, printed pg. 167, for complete description). Applications are available in the Nursing Department or online at [www.kwu.edu/nursing](http://www.kwu.edu/nursing).

### **Social Work Applicants**

#### **Requirements for Admission**

In addition to the general requirements for admission of first-time students and transfer students to the university, other requirements must be met by students applying to the Social Work Program (please see section on Department of Social Work, pg. 182, for complete description). Applications are available in the Department of Social Work in Pioneer Hall.

### **Teacher Education Applicants**

#### **Requirements for Admission**

In addition to the general requirements for admission of freshman and transfer students to the university, other requirements must be met by students applying to the Teacher Education Program (please see section on Department of Teacher Education, printed pg. 195, for complete description). Applications are available in the Department of Teacher Education in Pioneer Hall.

Admissions Policies – KWU Website

<https://www.kwu.edu/admissions/undergraduate/> &  
<https://www.kwu.edu/admissions/graduate-admissions/> &  
<https://www.kwu.edu/admissions/international-admissions/>

Articulation Agreements by College – KWU Website

<https://www.kwu.edu/admissions/transfer-students/>

Articulation agreements – KWU Catalog (printed p. 27)

[Course Catalogs - Kansas Wesleyan University \(kwu.edu\)](#)

Satisfactory academic progress – KWU Website

<https://www.kwu.edu/pay-for-college/financial-aid/satisfactory-academic-progress/>

Satisfactory academic progress – KWU Catalog (printed p. 44)

[Course Catalogs - Kansas Wesleyan University \(kwu.edu\)](#)

Transfer credit policies – KWU Catalog (printed p. 171)

[Course Catalogs - Kansas Wesleyan University \(kwu.edu\)](#)

Tuition and Cost – KWU Website

<https://www.kwu.edu/pay-for-college/tuition-and-costs/>