POLICY ON PUBLISHED TRANSFER APPLICANTS

Administrative Division	**Academics**
Policy Title	**Policy on Published Transfer Applicants**
Administrative Office	**Provost's Office**
Effective Date of Policy	**03.13.20** **Amended Policy: 10.26.26**

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 September 15, 2026 and is effective November 1, 2026.

Policy

Admission to the University

Application can begin at the Kansas Wesleyan University website at www.kwu.edu.

First-Time Student Applicants

First-Time Student Applicants Include:

- 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

- A completed application for admission
- Applicants must meet one of the following criteria:
  - A minimum unweighted high school GPA of 2.75 on a 4.0 scale.
  - A minimum unweighted high school GPA of 2.50 on a 4.0 scale and an ACT score of 18 or higher (or 960 SAT).

- A GED average score of at least 550.

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.

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.

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.

Admissions Procedure

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

- A completed application for admission.
- Official academic records, which may include high school transcripts, GED scores, and/or all college transcripts, as applicable to the applicant's academic history

Notification of Admission to the university

The applicant will be notified of the decision for admission by letter on a rolling basis. All accepted full-time and part-time students must pay a 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 nonrefundable, and financial aid cannot be used to pay this required fee.

Additional Notes

• All transcripts must be received by the attendance verification date of the first term

• Failure to submit transcripts may result in termination of enrollment

• Withholding prior enrollment information may also result in termination of enrollment

Criminal History Review in Admissions

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.

Holistic Admissions Review

Applicants who do not meet regular admission requirements may be considered for provisional admission through a holistic review process. To be eligible for review, applicants must meet the requirements below. Once all required documentation is received, the Enrollment Committee will evaluate the application and render an admission decision.

First-Time Student Applicants

- A completed application for admission
- A minimum unweighted high school GPA of 2.25 on a 4.0 scale or provide a GED certificate with scores.
- Personal appeal letter addressing academic history, barriers to success, and academic goals.
- Two letters of recommendation by someone who can attest to your academic ability (teacher, counselor, or advisor preferred)

Transfer Applicants

- A completed application for admission
- A minimum college GPA of 1.25 to 1.99
- Personal appeal letter addressing academic history, barriers to success, and academic goals.
- Two letters of recommendation by someone who can attest to your academic ability (teacher, counselor, or advisor)

Academic Requirements for Provisional Admission

Students admitted on a provisional basis must meet the Satisfactory Academic Progress Standards listed under the "Satisfactory Academic Progress Policy", by the end of their second semester of enrollment. Failure to meet these standards may result in academic dismissal. No student will be dismissed at the conclusion of their first semester at KWU.

To support student success, the following conditions also apply:

- Students must enroll in INTD090: Strategies for Success and attend regular meetings with the Student Success Center. Students who do not successfully complete INTD090 must repeat the course the following semester.
- Students may enroll in no more than 16 credit hours, which includes INTD090 and applicable activity-based courses. A list of activity-based courses is available from the Office of the Registrar. This restriction remains in effect through the first full semester of enrollment and is lifted at the end of the second semester or when academic probation is removed, whichever occurs first.

If Admission Is Not Granted on Appeal

Applicants who are not granted admission through the Enrollment Committee appeal process are encouraged to attend a community college to establish an academic record and may reapply to KWU after successfully completing one or more terms.

Additional Enrollment Categories

This section outlines non-traditional and alternative enrollment pathways at Kansas Wesleyan University, including certificate-seeking, non-degree-seeking, and pre-college students.

Certificate-Seeking Applicants

Students wanting to pursue a certificate at KWU will be reviewed and accepted as non-degree-seeking students for their first term of attendance. If the student wants to continue attendance in the program and has earned at least 6 credit hours with a residential GPA of 2.0 or higher, the student will then be classified as certificate-seeking for the eligible certificate program.

Certificate-seeking students who want to continue to degree-seeking must meet admissions requirements outlined for undergraduate students.

Certificate programs are not eligible for Title IV aid or VA Educational Benefits.

Non-Degree-Seeking Applicants

Non-degree-seeking applicants are students who are not pursuing a degree at Kansas Wesleyan University. Admission requires submission of a completed application.

Enrollment is limited to 6 credit hours per semester, with a maximum of 24 cumulative credit hours. Students who reach this limit and wish to continue enrollment must apply for admission as degree-seeking students and meet standard undergraduate admission requirements.

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

Pre-College Applicants

Pre-college applicants are currently enrolled high school students who wish to take university-level coursework at Kansas Wesleyan University. Admission requires submission of a completed application with authorization from a high school counselor, along with a high school transcript demonstrating a minimum GPA of 2.5. Students must have completed at least five semesters of high school coursework and be enrolled in a state-accredited high school.

Pre-college students are responsible for all tuition and fees and are not eligible for financial aid. A tuition discount may be applied for up to nine credit hours total. All courses completed will be recorded on an official KWU transcript and may be applied toward a KWU degree upon subsequent admission as a degree-seeking student. Transfer of credit to other institutions is determined by the receiving institution, although KWU will assist students in that process. Credits do not apply toward high school graduation unless arrangements have been made in advance with both the high school and KWU.

Enrollment is limited to 6 credit hours per term. Students may enroll in up to 9 credit hours per term with a minimum high school GPA of 3.0 and approval from the high school counselor.

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 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 processing 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.
- 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.

English Proficiency Requirement

Non-native speakers of English must provide proof of English proficiency. Students may demonstrate proficiency in one of the following ways:

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

This requirement is waived if the applicant:

- Graduated from a high school where the primary language of instruction was English, or
- Completed 24 or more transferable graded credit hours from an accredited college or university where the primary language of instruction was English

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 academic year upon entry. Following the initial academic year, international students will be subject to the standard housing policy.

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

Return-after-lapse applicants include those students who were previously enrolled at Kansas Wesleyan University. These students are considered to have departed from 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.

MBA Applicants

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 3.0 (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 as outline in the International Graduates section above.

MBA 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 are granted provisional admissions into the graduate program:

- Statement of Purpose: This document should indicate the applicant's reasons for applying to graduate study as well as their plans for and commitment to academic success.
- 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.
- Provide resume/CV

Program-Specific Admissions Requirements

In addition to general admission requirements, the following programs have additional admission criteria:

Nursing Applicants

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 for complete description). Applications are available in the Nursing Department or online at www.kwu.edu/nursing.

Social Work Applicants

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 for complete description). Applications are available in the Department of Social Work in Pioneer Hall.

Teacher Education Applicants

In addition to the general requirements for admission of first-time 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 for complete description). Applications are available in the Department of Teacher Education.

Academic Transfer Credit Policy

The acceptance of credit from other colleges and universities, accredited or not, is at the sole discretion of Kansas Wesleyan University. Transfer coursework is evaluated on a case-by-case basis after official acceptance, based on official transcripts, course descriptions, and syllabi. The Office of the Registrar facilitates the approval process between the student and the appropriate academic division or department. Students will receive a preliminary transfer credit evaluation indicating the courses approved for transfer.

Evaluation of Credit:

- Grades earned on the quarter-term system compute at two-thirds of KWU semester hours (e.g., four quarter-term hours = 2.67 semester hours).
- Transfer credit does not automatically satisfy prerequisites for majors, minors, or programs, even if the course is accepted.

Course Equivalency:

- Transfer courses must meet the required credit hours of the KWU course to be considered equivalent.
- Transfer courses must be within one level above or below, or at the same level as the KWU course to be considered equivalent.

Grades and GPA:

- All attempted courses and assigned grades are recorded on the KWU transcript as awarded by the sending institution.
- Transfer grades do not impact the KWU Residential GPA, unless otherwise specified by a program or major requirement.

International Transcripts:

- All international transcripts must be evaluated by InCRED or WES.
- Unless syllabi or course descriptions are provided for review, international courses will be credited as general elective hours.

Non-Transferable Credit:

- Courses identified as remedial are not transferable to meet graduation requirements.
- Courses identified as workshops, seminars, practica, field experiences, work experiences, continuing education, or weekend-type courses are carefully evaluated for transferability.
- For details on credit for participation in intercollegiate athletics or physical activity see the Transfer and Application of Athletic Participation Credit policy.

Non-Accredited or Nationally Accredited Institutions:

- Coursework from non-accredited institutions may be granted ½ hour of credit for each hour earned.
- For institutions using "seat" or "clock" hours, credit is determined by dividing the total number of hours by 30.
- A maximum of 15 credit hours may be granted from non-accredited institutions.
- Credit hours awarded will appear on the transcript as specific course credits with no grade assigned.

Credit for Completion of Kansas Law Enforcement Training (KLETC):

Kansas Wesleyan University recognizes the rigorous training provided by the Kansas Law Enforcement Training Center (KLETC) and may award academic credit for students who have successfully completed the KLETC Basic Training Program. Students who provide official documentation of program completion may be eligible to receive up to 12 semester hours of

credit, which counts toward the university's maximum allowance of 30 hours of alternative credit. This credit reflects the 560-hour, 14-week basic training program and is awarded as non-graded, credit. Students must submit official transcripts from KLETC to the Registrar's Office for evaluation.

Appeals Process:

- Students who disagree with a transfer credit evaluation may submit course syllabi for review by the Office of the Registrar and the relevant academic department.
- If equivalency is still not granted, students may pursue the course substitution process as outlined in the academic catalog