



HLC Accreditation 2016-2017

## Federal Compliance Form

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Academic Affairs

Office of the Registrar

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### Appendix D Transfer Policies

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**Additional information:** Sources of information: Wichita State Undergraduate Catalog 2016-2017, p.9-11; Office of the Registrar website:  
<http://webs.wichita.edu/?u=registrar&p=/transfers/> (Accessed August 15, 2016.)

# Admission to Wichita State

## Undergraduate Admission

WSU admits students at the undergraduate level as freshmen and transfer students. Depending on their academic goals, students may choose to be degree-bound or nondegree-bound.

Admission to a specific professional program can be achieved only after admission to the university. Students must meet the requirements of the professional program. Admission to some professional programs is very competitive.

The admission procedures, outlined in the box, are for degree-bound domestic students. Information for nondegree-bound students is below. Information for international students follows.

## Admission Categories

Students may be admitted as degree-bound or nondegree-bound students.

**Degree-bound** students who have declared an academic interest will be admitted to the college of their choice. They must meet the necessary requirements for admission to the university as well as the requirements of the colleges and departments of their choice. Students who are still deciding on an academic major will be admitted to Fairmount College of Liberal Arts and Sciences for academic advising and career counseling.

**Nondegree-bound** undergraduate is a category of admission for students who wish to pursue their education with no immediate degree plans. Students in this category are not eligible for financial aid. Copies of official college or high school transcripts should be sent to the Office of Admissions. Nondegree students can be admitted as either open admission or guest students.

**Open Admission.** An open admission student is one who:

- Has graduated from an accredited high school, or has qualifying GED scores, and has not attended any school for two years; *or*
- Has not graduated from high school or completed a GED, is at least 21 years of age, and has not attended any school for at least two years; *or*
- Is on active military duty; *or*
- Holds a bachelor's or higher degree.

Students admitted as open admission students will be considered nondegree for their first 30 credit hours. Beyond the 30 hour limit, students must apply for degree-bound admission and meet the requirements for the intended program. Students must submit all transcripts when applying for degree-bound admission.

Submit an application for admission and the \$30 application fee to become admitted to the university.

**Guest Students—College. Summer:** Students attending another college or university who wish to attend Wichita State temporarily during the summer should submit an application

## Admission Requirements—Undergraduate; Domestic

### Freshmen

**Kansas residents attending accredited high schools** must:

- Complete the precollege curriculum\* with at least a 2.000 grade point average (GPA) on a 4.000 scale; *and*
- Achieve *one* of the following:
  - A minimum ACT composite of 21 or a minimum combined SAT-I of 980 (verbal and math scores); *or*
  - Rank in the top one-third of their high school's graduating class;
  - Achieve a 2.000 GPA or higher on any college credit taken in high school.

*Note:* These standards apply to those under the age of 21.

**Nonresidents\*\* attending accredited high schools** must:

- Complete the precollege curriculum\* with at least a 2.500 grade point average (GPA) on a 4.000 scale; *and*
- Achieve *one* of the following:
  - A minimum ACT composite of 21 or a minimum combined SAT-I of 980 (verbal and math scores); *or*
  - Rank in the top one-third of their high school's graduating class;
  - Achieve a 2.000 GPA or higher on any college credit taken in high school.

*Note:* These standards apply to those under the age of 21.

**Kansas residents attending nonaccredited high schools** (including permanent residents with international high school work), **or home-schooled students** must:

- Complete coursework equivalent to the precollege curriculum\*;
- Have at least a 21 on the ACT (SAT-I of 980); and
- Achieve a 2.000 GPA or higher on any college credit taken.

**Nonresidents\*\* from nonaccredited high schools** are reviewed on a case-by-case basis. For more information, please contact the Office of Admissions.

**GED students** must have a minimum score of 150 on each sub-test and an overall score of 680 to be admitted. If GED was taken before 2014, please call the Office of Admissions for score requirements.

### Transfer students

- With 24 or more transfer hours, must have a minimum cumulative GPA of 2.000 (on a 4.000 scale) on all previous college work.
- With 23 or fewer transfer hours, must have a minimum cumulative GPA of 2.000, *and* meet the freshman qualified admissions requirements.

**Some academic colleges at Wichita State require an additional transfer GPA requirement for admission. For more information contact the WSU Office of Admissions.**

Admission remains open to Kansas residents over the age of 21 with fewer than 24 transfer credit hours who have graduated from high school or have completed a GED.

Transfer students are encouraged to bring copies of their academic transcript and meet with an academic advisor prior to enrolling. The advisor can provide information about degree requirements and the eligibility of the student's prior coursework towards their degree of choice. Contact an academic advisor through the dean's office. See page 12.

Students transferring from a two-year college must complete at least 60 hours of four-year college work including 45 hours of upper-division work in order to qualify for graduation. In no case will work done in a two-year college be credited as junior- or senior-level work at WSU. See course numbering system on page 23 and requirements for graduation, page 27.

\* The Kansas Regents' Qualified Admissions Precollege Curriculum requirements can be found online at: [wichita.edu/requirements](http://wichita.edu/requirements).

\*\*See residency requirements defined on page 39.

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**To view admission requirements visit [www.wichita.edu/requirements](http://www.wichita.edu/requirements).**

and application fee to the Office of Admissions. **Fall/spring semesters:** Students attending another college or university who wish to attend during a regular semester must submit an official transcript showing at least a 2.000 grade point average from their home institution in addition to the application and fee.

Guest admission is limited to 30 hours. Beyond the 30 hour limit, students must apply for degree-bound admission and meet the requirements for the intended program. Students must submit any additional transcripts when applying for degree-bound admission.

**Guest Students—High School.** Students who attend Wichita State before graduation from high school are considered to be high school guest students.

1. The deadline to enroll as a high school guest student is approximately one week prior to the first day of classes each semester.

2. High school guests may not take more than 6 credit hours each semester without permission by the Office of Admissions or by an advisor in the Liberal Arts and Sciences Advising Center.

3. Admission to WSU does not constitute permission by academic departments to take courses. All prerequisites for a course must be met before the student enrolls.

4. Admission as a guest student does not guarantee admission as a degree-bound student after high school graduation.

5. High school guest students are admitted as nondegree seeking students and are not eligible for federal aid.

**To be admitted** as a high school guest for the first time, students must:

1. Complete their sophomore year of high school. Younger students are considered on an individual basis;

2. Submit a High School Guest Application form, including a nonrefundable \$30 application fee. The form must also include a signature from the student's high school counselor; and

3. Submit an official high school transcript. The high school transcript must show a 3.000 cumulative GPA. Admission for students with a lower GPA can be requested from admissions by the high school counselor. Cases in which students do not meet the 3.000 GPA requirement will be considered on an individual basis.

**To renew admission** as a high school guest:

1. High school guest admission must be renewed each semester;

2. Submit a new High School Guest Application form signed by the high school counselor;

3. Submit an updated high school transcript;

4. The high school transcript must show a 3.000 cumulative GPA; and

5. WSU transcript must show a 2.000 cumulative GPA.

Academic advising is available to all high school guests by contacting the Liberal Arts and Sciences Advising Center in room 115 Grace Wilkie Hall.

## Admission Procedures—Undergraduate; Domestic

To apply for admission, students should submit a WSU application in paper or electronic format. The application and full instructions are available from the Office of Admissions at: [wichita.edu/admissions](http://wichita.edu/admissions).

### High school students or college transfers with 1–23 hours of college credit\*

- Submit a completed and signed application;
- Have an official high school transcript (minimum of six semesters) and college transcript(s), if applicable, sent to the WSU Office of Admissions from the issuing institution;
- Have ACT, SAT or GED scores sent directly from the testing agency to the WSU Office of Admissions; and
- Submit a nonrefundable \$30 application fee.

### College transfers with 24 or more hours of college credit

- Submit a completed and signed application;
- Have official college transcript(s) sent to the WSU Office of Admissions from all the issuing institutions. Official high school transcripts are required only if seeking federal financial assistance; and
- Submit a nonrefundable \$30 application fee.

Visit [admissions.wichita.edu/transcripts](http://admissions.wichita.edu/transcripts) for WSU's transcript and test policy.

Paper submissions should be sent to: Office of Undergraduate Admissions  
Wichita State University  
1845 Fairmount  
Wichita, Kansas 67260-0124

\*High school guest students have additional paperwork to submit. See *Guest Students—High School* section for more information.

Call 978-3700 to schedule an appointment or visit [wichita.edu/advising](http://wichita.edu/advising).

The High School Guest Application form can be found on the website: [wichita.edu/hsguest](http://wichita.edu/hsguest).

## Residency Requirements.

See Residency Defined, page 39.

## International Student Admission

Wichita State University demonstrates its commitment to international education through its International Education office. The office assists international students with cultural acclimation, immigration counseling, English language instruction, and admission to the university.

The university welcomes students of every national, racial, religious, ethnic and cultural background. Admission decisions are based solely on the academic qualifications of applicants.

**English proficiency requirements.** All international undergraduate students at Wichita State University are required to demonstrate proficiency in English before beginning full-time academic study. Students, however, are not required to submit proof of English proficiency, such as TOEFL results, with their application for admission. The university will consider all undergraduate applicants for admission without proof of English proficiency.

English proficiency may be demonstrated in the following ways:

1. Obtain a TOEFL score\* of 530 or higher on the paper-based test;

2. Obtain a TOEFL score\* of 72 or higher on the Internet-based test;

3. Obtain an IELTS score of 6.0 or higher;

4. Obtain an SAT-I verbal score of 410 or higher;

5. Obtain an ACT English section score of 20 or higher;

6. Obtain a score of 80 or higher on the WSU English Proficiency Examination;

7. Successfully complete the highest level of the WSU Intensive English Language Center;

8. Have 30 or more transferable semester credit hours from another U.S. college or university; or

9. Successfully complete Level 112 at ELS Language Center.

\*All TOEFL scores must be sent directly from the TOEFL office in Princeton, New Jersey.

**Application information.** In order to apply, all international undergraduate students must submit the following:

1. A completed International Undergraduate Application form;

2. U.S. \$75, \$150 or \$250 nonrefundable application fee depending on the student's desired service level;

3. Official copies—in English—of all transcripts from all secondary schools, colleges or universities attended; and

4. Certification of financial support.

**Nondegree status.** Some students wish to study for one or more semesters without earning a degree. Nondegree applicants must submit all of the required application materials and will receive the same consideration as degree candidates.

**Other requirements—health insurance.** All international students are required to have medical

insurance that meets university requirements, including support for repatriation and medical evacuation. Students are automatically charged for the Wichita State University insurance plan when they register for classes. They may apply for an insurance waiver if they provide proof of adequate insurance before they register for classes.

All new students are required to be tested for tuberculosis after arriving in Wichita and before registering for classes.

For more information about international student admission, write:

Office of International Education  
Wichita State University  
Wichita, Kansas 67260-0122 USA  
Telephone: (316) 978-3232  
Fax: (316) 978-3777  
Email: [international@wichita.edu](mailto:international@wichita.edu)  
Internet: [wichita.edu/international](http://wichita.edu/international)

**Graduate students.** For more information, graduate students should consult the Graduate Catalog; the Graduate School website: [wichita.edu/gradschool](http://wichita.edu/gradschool); or email: [gradinqu@wichita.edu](mailto:gradinqu@wichita.edu).

### Exceptions Committee

The university has an exceptions committee to review petitions from people seeking admission to the university as domestic undergraduates who otherwise do not qualify. The committee also considers petitions from students seeking exceptions to specific academic rules and regulations. Students are advised to begin the petitioning process by consulting with an academic advisor in their college of enrollment. There is a separate appeals process for international undergraduate admission through the international education office.

### Former Students in Inactive Status

Students who have completed degree-bound coursework at Wichita State University, but have not enrolled in the past 24 months, are placed in inactive status.

Students are also inactivated due to graduation with a bachelor's degree. To enroll again, inactive students must complete an online reactivation form available at: [wichita.edu/reactivation](http://wichita.edu/reactivation). This should be done at least one month before any planned enrollment.

Former students who have enrolled only as nondegree students must apply for admission to enroll as degree-bound students.

### Admission to Dual/Accelerated Bachelor's to Master's Degree Programs

The dual/accelerated bachelor's to master's degree programs offer outstanding students opportunities to advance their careers in significant ways by pursuing the bachelor's and master's degrees in a parallel and coordinated program. In addition, it may be possible for students to complete the requirements for both degrees (in the same field) in an accelerated time frame. The goal of this program is to provide students with a high level of academic advising culminating in the preparation of the graduate program of study while students are still in their sophomore or junior years. Graduate education involves a close working relationship between students and graduate faculty mentors, and the dual/accelerated degree programs develop this relationship early in students' careers. Dual/accelerated degree programs are available in:

- BA to MA in economics
- BS (in industrial or manufacturing engineering) to MS in industrial engineering
- BS to MS in mechanical engineering
- BSN to MSN in nursing
- BS to MS in mathematics
- BA to MA in English

Each dual/accelerated program has specific admission requirements. Students should consult with the department's graduate coordinator if they are interested in this type of program.

### Graduate Student Admission

Specific requirements for either degree or non-degree admission for all graduate programs are listed in the Wichita State University Graduate Catalog.

For further information about graduate admissions requirements, graduate programs, or to obtain graduate application materials, contact:  
Graduate School  
Wichita State University  
1845 Fairmount  
Wichita, Kansas 67260-0004 USA  
Telephone: (316) 978-3095  
Internet: [wichita.edu/gradschool](http://wichita.edu/gradschool)  
Email: [gradinqu@wichita.edu](mailto:gradinqu@wichita.edu)

### Transfer Credit

Official transcripts of all work done at other postsecondary institutions must be submitted to WSU, usually during the admission process. For transcripts to be official, they must be mailed from the college or university directly to WSU. Faxed transcripts will not be used to evaluate transfer credit.

**Acceptance:** Courses will be accepted as transfer credit if they were not remedial and were taken at colleges and universities that are accredited by a regional accrediting body, such as the North Central Association of Colleges and Schools. International colleges and universities must be officially recognized by the Ministry of Education in their countries for students to receive transfer credit. Transfer courses are applied toward graduation requirements in accordance with the policies of the WSU college and program. Some programs do not accept transfer courses with a grade of *D*. Vocational or technical courses only transfer as *free electives*, and often do not count toward completion of a specific program at WSU. An official evaluation of how courses transfer is made after the student is admitted.

**Transfer Credit from Nonaccredited institutions:** Effective fall 2011, WSU will no longer accept and post transfer credit for students who have completed postsecondary coursework at institutions that are not accredited by one of the major regional accrediting bodies.

*Degree-bound students whose first semester of enrollment at WSU was prior to the fall 2011 semester will be eligible to have their credit posted as free electives according to the policy in effect before fall 2011 if their transcript from the nonaccredited institution was on file at WSU before August 1, 2011. Such coursework, however, will not be evaluated by departments for equivalencies or general education credit.*

**Military Credit:** WSU will award credit for military course completions from the Army, Marine Corps, Navy or Coast Guard based on ACE credit recommendations on the Joint Services Transcript. Credit for coursework from the Air Force will be awarded from the Community College of the Air Force Transcript.

**Records:** Accepted transfer courses are recorded on the student's academic record at Wichita State but do not appear in detail on the WSU transcript. Where necessary, transfer course titles are changed to agree with WSU course titles.



# Transfer and Articulation

We know that the transfer process is an essential part of your educational planning. The information provided via the below links is offered to help you plan your transition to Wichita State University.

If you have additional questions about transferring to Wichita State, please contact the Office of Admissions at (316) 978-3085 (Domestic) or (316) 978-3232 (International).

[Undergraduate Domestic Prospective Student Admissions](#)

[Undergraduate International Prospective Student Admissions](#)

[Community College Transfer Guides](#)

[Transfer Equivalency Look-up](#)

[General Education Requirements Options](#)

[General Education Transfer Courses](#)

[Planning to meet KBOR General Education Requirements at WSU PDF](#)

[Transfer Student Dual Advising Form](#)

[Transfer Student Appeal Process](#)



There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. From College Algebra and English Composition I & II, to Public Speaking and Art History I & II, a student who completes a course listed as a guaranteed transfer course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution in pursuit of a degree or credential.

» [Visit the Kansas Board of Regents' transfer articulation page for more information](#)



Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

» [Visit the Kansas Board of Regents' transfer articulation page for more information](#)

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[Click here](#) for a listing of articulation agreements Wichita State University has with other colleges.

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General questions or concerns regarding transfer and articulation can be directed to:

Dr. Linnea GlenMaye  
Associate Vice President for Academic Affairs  
(316) 978-3010  
[linnea.glenmaye@wichita.edu](mailto:linnea.glenmaye@wichita.edu)

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Wichita State University | 1845 Fairmount St. Wichita, Kansas 67260 | (316) 978-3456