

# Kentucky Wesleyan College

## Policy & Procedure Manual

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### **Online Education**

**Approval:** Vice President for Academic Affairs & Dean of the College

**Policy Type:** College

**Policy Owner:** Associate Dean of the College & Director of Adult & Online Education

**Responsible Office:** Office of Online Education

### **Revision History**

**Approval Date:** 7/3/12

**Modified:** 1/28/16

**Next Review:** 6/30/18

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### **1. Related Policies**

Satisfactory Academic Policy (SAP)

### **2. Purpose**

This policy establishes admission procedures and processes for online education at Kentucky Wesleyan College.

### **3. Scope**

This policy and its associated procedures apply to all KWC students, staff, and faculty.

### **4. Policy**

4.1. Kentucky Wesleyan College has designed online programs that meet the needs of adult students and professionals who seek quality education, convenience and flexibility, personal attention and support at all steps of the learning experience. We strive to provide you with all necessary learning tools so you can focus on acquiring the knowledge and skills that will propel your career and your future.

4.2. KWC Admission ~ Applications for admission are reviewed individually upon receipt of all appropriate academic credentials. Students are notified of their admission status as soon as possible. Kentucky Wesleyan College is committed to admitting those applicants who demonstrate the potential for academic success at the College.

4.2.1. APPLICATION ~ Prospective students must submit:

- a completed Kentucky Wesleyan Online Degree Application,
- an official transcript from each college where college-level work has been attempted,
- an official high school transcript or General Education Development (GED) Certificate or Certified Adult High School Diploma,
- a \$100 tuition deposit

- 4.2.2. **TRANSFER STUDENTS** ~ Students transferring from an accredited four-year college may transfer up to 90 semester hours, while students from accredited two-year colleges may transfer up to 60 semester hours. A 2.0 minimum college cumulative grade average is expected. All decisions on the transfer of courses and course equivalencies will be made by the Registrar of the College in consultation with the appropriate program coordinator.
- 4.2.3. **INTERNATIONAL STUDENTS** ~ Kentucky Wesleyan College welcomes students from throughout the world. International students must submit:
- an application,
  - an English translation of their secondary school transcript,
  - an official transcript from each college where college-level work has been attempted,
  - official TOEFL Test scores,
  - a deposit of \$500.
- 4.3. **Financial Aid** ~ In order to help make your educational goals a reality, Kentucky Wesleyan offers an extensive program of financial assistance to those students who qualify. Students with demonstrated financial need may qualify for federal and/or state grants, and low-interest loans.
- 4.4. **Military Friendly** ~ Kentucky Wesleyan takes special pride in working with military families by providing you information about your education benefits. Please log on to [gibill.va.gov](http://gibill.va.gov) for more information. We participate in the Yellow Ribbon Program which pays for excess tuition costs for veterans.
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