

# 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:** 2/26/21

**Next Review:** 5/23

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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 degree programs that meet the needs of students who seek quality education in a convenient and flexibility format, with personal attention and support at all steps of the learning experience. We strive to provide students with all necessary learning tools so they can focus on acquiring the knowledge and skills that will propel their career and their future success.

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 online degree completion students must submit:

- a completed Kentucky Wesleyan Online Degree Application,
- an official high school transcript or General Education Development (GED) Certificate or Certified Adult High School Diploma,
- an official transcript from each college where college-level work has been attempted,
- 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,
  - all secondary school and college/university level transcripts
    - The transcripts must be official and in the student's native language. Student needs to make arrangement to provide another official transcript that has been translated into English by the secondary school or college/university. (Photocopies, scanned images or faxes will not be accepted.)
    - College/university transcripts from institutions outside of the United States will be evaluated for transfer credit. To insure that the most transfer credit possible is received, student may choose to have transcripts evaluated by a professional credential evaluation agency. Kentucky Wesleyan College recommends World Education Services (WES). Please visit the WES website at [www.wes.org](http://www.wes.org) for details and instructions and list Kentucky Wesleyan College as the receiving institution.
  - official IELTS or TOEFL results from the testing headquarters. The minimum IELTS score of 70 or the minimum TOEFL score of 70 (iBT) or 520 (paper-based) is required for admissions to Kentucky Wesleyan College,
  - certification of ability-to-pay while taking courses at Kentucky Wesleyan College
  - a deposit of \$500.
- 4.3. Financial Aid ~ In order to help make your educational goals a reality, Kentucky Wesleyan offers financial assistance to those students who qualify. Students with demonstrated financial need may qualify for federal and/or state grants and low-interest loans. International students are not eligible for United States or Kentucky financial aid.
- 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. Kentucky Wesleyan College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium.
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