



POLICY & PROCEDURE DOCUMENT

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DIVISION: Enrollment & Student Experience

TITLE: University Admission Policy

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I. Purpose and Scope

WKU's admission policy is designed to provide educational opportunities for students who have a serious commitment to continuing their formal education and reasonable prospects for academic achievement. In evaluating applications for admission, factors considered include complete and accurate information listed on the application for admission as well as high school performance. College entrance examinations are encouraged, but optional and not required for admission to the institution.

These criteria are subject to review and revision by the University at any time.

II. Policy

A. Admission to WKU for First Time in College Students

Undergraduate Students seeking admission to Western Kentucky University (WKU) must meet the Kentucky minimum high school graduation requirements. For those students who are seeking admission to WKU from out-of-state residency, admission is expected to meet the minimum graduation requirements of their home state. WKU recommends that all applicants complete the most challenging curriculum available to them necessary for academic preparation and success.

1. Eligibility

- a. A prospective admitted student must have earned a Kentucky High School Diploma or out-of-state high school diploma. Applicants who have earned a state issued high school equivalency diploma, a GED, or are graduates of a Kentucky based non-certified, non-public high school (including home schooled), shall meet the admission criteria established by the university.

- b. WKU is a test optional admission institution. Although WKU has a test optional policy, some students may be required to submit ACT or SAT scores for consideration in scholarships and some academic programs.
- c. Additional Requirements for Admission
 - I. Each student must have at least a 2.00 unweighted high school GPA.
 - II. Students with 2.50 unweighted high school GPA or greater are not required to submit ACT or SAT scores for admission purposes but are highly encouraged to do so for academic placement.
 - III. Students with a 2.00 – 2.49 unweighted high school GPA must submit ACT or SAT scores for admission purposes as well as achieve a [Composite Admission Index \(CAI\)](#) score of at least 60. The CAI is calculated by multiplying the unweighted GPA by 20, then adding the ACT score (SAT scores are converted to the equivalent ACT score according to the [2018 Concordance Table](#), or subsequent revisions). The GPA portion of the score can contribute a maximum of 50 points to the calculated score.

2. College Readiness

The Kentucky Council on Postsecondary Education (CPE), working with Kentucky Universities, and the Kentucky Department of Education, developed minimum qualifications for admission to state-supported secondary education. Students Admitted to WKU may be placed in an appropriate academic support program based on academic needs at the time of admission. Students will be notified regarding any academic placement by the appropriate office. Students who have between a 2.00 – 2.49 unweighted high school GPA and achieve the required CAI score, will be admitted to WKU via the required [Summer Scholars Program](#). Qualifying readiness standards are outlined in the University Catalog.

3. Foreign Language Requirements

Two credits of a single world language is highly recommended although admission to WKU may still be granted without them.

B. Other Admissions Considerations – Special Approval Categories

1. **Early Admissions:** High school students who are within one unit of graduation and have a superior academic record may be admitted upon special approval from the Office of Admissions. Applicants must submit a high school transcript with the application. Students with a 2.50 unweighted high school GPA or greater are not required to submit ACT or SAT scores for admission purposes.
2. **Concurrent High School-College Enrollment:** Superior high school students may be admitted to enroll in courses concurrent with high school enrollment. Students must have a minimum 2.50 unweighted high school GPA to qualify for admission.
3. **Dual Credit Program:** WKU administers a Dual Credit program at participating high schools. The Dual Credit program allows students to earn college credit as part of their high school curriculum. Courses are offered at a substantially reduced tuition rate and provide a means of preparing college-bound students for the challenge of university coursework. Students must have a minimum 2.50 unweighted high school GPA to qualify for admission.

4. **Non-Degree Applicants:** Students who do not expect to become applicants for any certificate or degree may enroll upon approval of the Office of Admissions. They will not be required to follow any regular curriculum, but they will be subject to all other rules and regulations of the University.
5. **Departments Requiring Additional Admission:** Students should be aware that several academic majors require admission to the program in addition to admission to Western Kentucky University. Students should contact the specific department to determine any additional admission requirements. Baccalaureate degree programs generally accept applications for admission by the third year of study, while associate degree programs generally accept applications by the second semester of the first year of study. University admission is required before departmental admission can be considered.

C. Transfer Admission

Students who wish to be degree seeking at WKU and have previously attended one or more postsecondary institutions of higher education must apply as a transfer student. Transfer students must have a minimum cumulative collegiate GPA of "C" (2.0 on 4.0 unweighted scale) and be *in good standing* at the institution from which they are transferring. Fulfillment of minimum requirements does not guarantee admission. Applicants are not allowed to ignore or fail to disclose previous college work or standing. High School transcripts are, and ACT/SAT scores may be required for students with fewer than 24 college credit hours.

D. Senior Citizens

Kentucky residents who are 65 years of age or older, on or before the day the semester begins, are granted Senior Citizen Scholarships for any college class in which they enroll for credit or to audit.

E. International Admission

For prospective students who hold an F-1 Student Visa, the University's academic requirements for admission described in the preceding sections must be met. All necessary documents including academic records and proof of English language proficiency must be received before WKU International Admissions can make a decision. International Admissions will review student credentials and render an admission decision. International students must also provide financial documents in order to obtain an I-20 or DS-2019.

Decisions regarding admission and the issuance of immigration documents are made in compliance with all federal and state guidelines and in compliance with admission standards and policies of the University. All official transcripts from each college or university attended must be in English.

All applicants from non-English speaking countries are required to take the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or other approved method. The test score must have been within two (2) years of application for admission.

F. Joint Admission

Western Kentucky University partners with community colleges through the Joint Admissions Program. Students participating in Joint Admission are admitted to a participating community college and WKU at the same time as they work toward completing their community college degree.

G. Readmission of Service Members

Military Service members who are unable to attend courses due to military service should notify the Office of the Registrar. These students will be readmitted with the same academic status they held during their last semester in attendance. Students that have not attended a full semester will be readmitted with the academic standing they had when accepted to the University.

H. Graduate Admission

Students seeking a graduate degree, graduate certificate, or enrollment as a non-degree seeking post-baccalaureate student must meet the following criteria:

1. Eligibility

- a. Obtained a Baccalaureate degree, or higher, or equivalent international degree, from an institutional accreditor.
- b. Minimum cumulative grade point average (GPA) of 2.75 or greater on baccalaureate degree or equivalent international degree or minimum GPA of 3.0 on a degree higher than a baccalaureate or equivalent international degree.
- c. Evidence of English proficiency (international students only)
- d. Individual graduate programs may have more stringent and/or additional requirements. Applicants should consult individual graduate program pages in the graduate catalog for specific admission requirements and deadline information.
- e. Standardized Examinations:
 - I. The Graduate School does not require any standardized examination for admission to the University; however, standardized examinations (such as the GRE, GMAT, etc.) may be required for admission to specific degree or certificate programs.

III. Procedure

A. Undergraduate Application to Western Kentucky University

Undergraduate Students seeking admission to Western Kentucky University (WKU) are required to fulfill the following application steps to secure an admission decision to the institution.

Complete Application to the institution includes the following submissions:

1. Official Complete WKU Application (or alternative application); and
2. Submission of official transcripts; and
3. Paid Application Fee (or application fee waiver documentation); and

4. ACT (or SAT) scores, if less than 24 semester hours of collegiate coursework (unless the applicant is 21 years of age or older or has a 2.50 unweighted high school GPA or greater.

Upon receipt of all these items, an application decision can be made (based on the qualifications for admission listed above) and notice to the student will ensue.

B. Transfer Application to Western Kentucky University

Undergraduate Transfer Students seeking admission to Western Kentucky University (WKU) are required to fulfill the following application steps to secure admission decision to the institution. Successful transfer students are students who remain *in good standing* with their previously enrolled institution.

Complete Application to the institution includes the following submission:

1. Official Complete WKU Transfer Application (or alternative application); and
2. Submission of all official post-secondary transcripts (if applying with 24+ credit hours earned); or
4. Submission of all official post-secondary transcripts and High School transcript (if applying with less than 24 earned credit hours from a post-secondary institution). An ACT (or SAT) is not required.
5. Paid application fee.

Upon receipt of all these items, an application can be made based upon the qualifying criteria of admission by a transfer student.

C. International Undergraduate Application

First time International Freshmen must have the equivalent of a secondary education and meet the minimum grade point average (GPA) requirement of 2.5 (converted GPA) set forth by the University, demonstrated financial resources, and must meet the English language proficiency eligibility (as required by country of origin).

International Transfer students must meet the academic transfer requirement set for by the University by completing 24 or more hours at a U.S. regionally accredited university with a minimum cumulative grade point average (GPA) of 2.0, demonstrated financial resources, and English language proficiency eligibility (as required).

D. Graduate Application

Students seeking admission to a graduate program or certificate program must follow the following protocols:

1. Complete the online graduate school application.
2. Submit transcripts reflecting all undergraduate and/or post-baccalaureate study.
3. Submit required admission documents as defined by the individual academic program of interest.
4. Submit an official degree certificate from each college or university from which a degree was received with English translation (if applicable).

E. International Graduate Application

In addition to the Graduate School application criteria above, students of international origin must additionally complete the following criteria:

1. Submit an official degree certificate from each college or university from which a degree was received with English translation.
2. Non-native English speakers must submit evidence of English proficiency by one of the following:
 - a. official Test of English Language Testing System (TOEFL) with a minimum score of 79 (online) or 550 (written exam) taken with the past two years; or
 - b. official International English Language Testing System (IELTS) minimum score of 6.5 taken within the past two years; or
 - c. Successful completion of the English Language Services Program at level 112; or
 - d. Successful completion of English as a Second Language International (ESLI)
 - e. Evidence of English proficiency is not required for graduates of an accredited United States undergraduate or graduate institution or other institutions approved by the Associate Provost for Research and Graduate Education.

F. Readmission

A readmit student is a student seeking readmission to the institution who previously attended WKU and has remained unenrolled for one calendar year. Readmission students must have a minimum GPA of "C" (2.0 on 4.0 unweighted scale) to be readmitted in good standing. Students not meeting this GPA standard may be readmitted on academic probation. Readmission students who have attended another institution of higher education since last attending WKU must have a minimum cumulative GPA of "C" (2.0 on 4.0 unweighted scale) and be in good standing at the institution from which they are transferring. Students not meeting this GPA standard may be admitted on academic probation. Fulfillment of minimum requirements does not guarantee readmission. Applicants are not allowed to ignore, nor fail to disclose, previous college work since their last enrollment at WKU.

Graduate Readmission

A graduate application is active for one year. Students who do not enroll for three consecutive terms at any time after the initial admission term will be required to reapply.

G. Admission Appeal Procedure

Undergraduate Admission Appeal Procedure

When further consideration of a WKU admission decision is desired, the University Admissions Appeals Committee shall have the responsibility for reviewing the situation to determine if the decision was in keeping with existing policy.

An Appeal will only be considered by the committee after a letter of appeal is written/signed by the applicant and delivered to the Office of Admissions. Circumstance and cause for appeal includes the student's belief that an exception should be made in consideration of this admission decision. The letter of appeal should include details that the applicant

deems appropriate. The University Admissions Appeals Committee will convene using the letter of appeal, as well as the admission application materials, as the basis for a decision. The Applicant will be informed in writing of the decision of the committee.

Graduate Admission Appeal Procedure

An applicant whose admission has been denied may request reconsideration through an appeal process. Such admission appeals shall only be considered for applicants who have met minimum university and/or program admission requirements for Full Admission. An appeal must be made within thirty (30) days in writing of the denial and submitted to the Associate Provost for Research and Graduate Education by citing reasons and providing appropriate justification.

H Residency Determinations

Determination of residency for admission and tuition assessment is governed by state regulation 13 KAR 2:045. Residency determinations are made and communicated to the student at the point of admission. It is the student's responsibility to initiate a residency reclassification review if the residency decision is thought to be incorrect. Residency determinations cannot be made retroactively.

IV. Reason for Revision

This admission policy will be reviewed annually in accordance with the institutional scope, mission, and institutional capacity.