POLICY

Category
3-22 Admission Policy
Approval
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Responsible Party: Vice President, Student Success

Admissions Policy

WSU Tech encourages all individuals who are interested in, and are capable of, extending their education beyond high school to apply. Admission to the college is open to the following individuals.

New Students

• High school graduates

• Persons holding a General Educational Development (GED) diploma

To be admitted in a degree or certificate program, prospective students need to complete the WSU Tech Application for New Student Admission and self-certify that they are a high school graduate or have obtained their GED.

In addition, certain students (Veteran's Affairs - eligible and/or Financial Aid recipients) are required to provide official high school transcripts or GED scores. Home school students must provide a secondary school completion credential provided under state law.

Acceptance to the college does not guarantee acceptance into a specific program. Most programs have specific program entrance requirements (see Programs of Study).

Transfer Students

Prospective transfer students need to complete the WSU Tech Application for New Student Admission. Transfer students seeking admission need to submit official transcripts from other colleges attended.

High School Students

Students may attend classes at WSU Tech while concurrently attending high school.

Returning Students

Students who have a break in registration may reactivate their file by providing current information to the Admissions office. Students may be required to meet any new admission requirements for the college or program before readmission is granted.

Readmission for Service Members

The college will allow the student to reenroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when the student was last in attendance. The student may also request a later date of enrollment or, if unusual circumstances require, the institution may allow the student to enroll at a later date.

English Language Proficiency

WSU Tech requires all non-native English-speaking students to demonstrate a sufficient command of the English language necessary to succeed in college-level courses taught in English. Students wishing to enroll in for-credit courses must meet the following proficiency standards regardless of if they are degree-seeking or non-degree seeking students. This policy does not apply to non-credit courses provided by WSU Tech Open Education. Students who are unable to achieve the minimum proficiency will be admitted to WSU Tech and should begin ESL classes to improve their English language skills.

Admissions counselors, advisors, or academic staff may refer students to take TOEFL tests to determine English proficiency. However, prospective students will be walked through the admissions and intake process before they are referred for TOEFL testing or fulfillment of one of the following criteria.

Additionally, students who are referred whose first language is not English or whose country's official language is not English can document their English proficiency in one of the following ways:

A. A minimum score TOEFL (Test of English as a Foreign Language) score of 500 or above on the written test, 173 on the computer-based test, or 94 on the internet test is required.

B. Completion of the Advanced II level or higher at Wichita State University's Intensive English Language Center. Students must have grades of C or better in all classes.

C. Academic credit of 12 hours or more (including the equivalent of EBS 110) from a U.S. college or university or one year from a U.S. high school with a minimum 2.5 grade point average.

D. The IELTS (International English Language Testing System) test is also acceptable as an alternative to TOEFL. An overall score of 5.0 is required for admission.

E. TSE (Test of Spoken English) with a score of 4 or higher.

Undocumented Non-U.S. Citizens

Undocumented non-U.S. citizens are eligible for admissions to WSU Tech. For an undocumented non-U.S. citizen to qualify for in state tuition they must meet the following Kansas Board of Regents (KBOR) requirements:

1. Provide documentation that they attended an accredited Kansas high school for three or more years and graduated from an accredited Kansas high school or obtained a GED diploma in Kansas.

2. File a notarized affidavit with WSU Tech stating that they have filed an application to legalize their immigration status or filed for U.S. citizenship or that their parents have filed such an application.

In addition to the above criteria, all international and non-U.S. citizens must fulfill all other college and program admission requirements before admission is granted. Undocumented, non-U.S. citizens are not eligible for federal financial aid.

Ethical Recruitment, Admission, and Enrollment of Students

1. The institution strictly prohibits providing commission, bonus, or any other incentive payment based directly or indirectly on securing student enrollments or federal financial aid (including Tuition Assistance funds). This applies to all employees, contractors, or external entities engaged in recruiting, admissions activities, or making decisions regarding student financial assistance.
2. In addition, the college and employees should refrain from high-pressure recruitment tactics, including multiple unsolicited contacts (three or more), or registration tactics designed to pressure prospective students into immediate commitments are not allowed.