



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

ADMISSION TO THE UNIVERSITY

1. Admission to the University

Kentucky State University provides educational opportunities to all qualified students regardless of economic or social status. KSU does not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

FRESHMAN ADMISSION TO THE UNIVERSITY -- Kentucky State University subscribes to a selective admission policy. Admission for freshman applicants is based on a holistic review including high school grades, national college admission test results, and successful completion of pre-college curriculum, essay and academic letter of recommendation. Applicants may submit official scores from either the ACT Assessment or the SAT I. Official test scores must be sent directly from ACT or SAT (College Board) testing headquarters.

MINIMUM ELIGIBILITY REQUIREMENT – All students who have completed the pre-college curriculum (see below) as prescribed by the Council on Postsecondary Education and have a 2.0 high school grade-point average are encouraged to apply to the freshman class at KSU. Enrollment in the freshman class is limited. Within the limits of space availability, the Building, Recruitment, Enrollment & Discovery Services Office (B.R.E.D.S.) Office and KSU Registrar will endeavor to accommodate all eligible applicants. However, the number of freshman applications far exceeds the number of spaces available in the entering class. For this reason, the selective and competitive admission requirements often exceed the minimum eligibility requirement.

SELECTIVE ADMISSION – Kentucky State University has a selective admission policy. A faculty committee of the KSU Faculty Senate establishes the academic criteria. A holistic review is based on factors including cumulative high school grade-point average, completion of the pre-college curriculum, ACT or SAT I score results, essay, special talents and abilities and academic letter of recommendation. Applicants are offered admission on a competitive basis, with those meeting KSU's selective admission criteria receiving first offers.

DEFERRED DECISIONS – Freshman applicants who have completed the pre-college curriculum, but do not have the requisite grade-point average, test scores or both for selective admission, may have their admission decisions deferred. A portion of the freshman class may be admitted from this group of applicants. If, after the

application deadline, spaces in the class remain to be filled, admission will be offered to deferred-decision applicants on a competitive basis. Admission will be offered first to those applicants with the strongest records and offers will continue until the class is filled. Strength of record is a relative term and refers to an applicant's record in comparison with those of all other freshman applicants. Strength of record may be determined by a number of different factors beyond selective admission criteria. While grades and test scores are important in this assessment, course selection, senior year schedule, honors and Advanced Placement courses, extracurricular and leadership activities and a student's potential to benefit from or contribute to the learning community may also be considered. The overriding concern will always be for the student's potential to be successful in meeting the academic expectations at the Kentucky State University.

To be admitted into Kentucky State University, new undergraduate students shall submit the following:

- Application form for undergraduate admission
- Official High School Transcript with Cumulative GPA, all Courses listed and Graduation Date (Test scores appearing on the high school transcript are not considered "official" reports)
- Official test scores from either the ACT or the SAT ("Official" scores are reported directly from the testing agency to the B.R.E.D.S. Office and KSU Registrar)
- Immunization Record

Prospective freshmen are strongly encouraged to submit applications to the Building, Recruitment, Enrollment & Discovery Services Office (B.R.E.D.S.) Office and KSU Registrar early during their senior year. While the deadline for application is fluid, however an early application can have a positive impact on housing, financial aid, administered internally by the University, via privately funded scholarships, and other ancillary areas. High school students are strongly encouraged to take the ACT or SAT I late in their junior year and again early in their senior year. When registering for the test, please request scores to be sent to Kentucky State University. It is a mistake to withhold test scores as this can cause added expense and possible delay in the processing of the application.

Applicants shall request scores from all test administrations so that the B.R.E.D.S. Office and KSU Registrar can work with the complete test history. High school guidance counselors can provide students with registration forms, information about registration deadlines, test dates and locations.

High School Equivalency Certificates: Kentucky State University provides consideration for admission from freshman applicants who are not high school graduates but who present a valid High School Equivalency Certificate and General Education Development test scores. Applicants must also take the ACT Assessment (or SAT I) and have the results sent directly to the B.R.E.D.S. Office and KSU Registrar from the testing agency."

The B.R.E.D.S. Office will confirm all students' transcripts arrive from a high school with a College Entrance Examination Board (CEEB) code, as well as, the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the B.R.E.D.S. Office will research the matter to confirm whether the school is recognized by the state department of education or home school association. The B.R.E.D.S. Office may request additional documentation at any point in the admission process. If a diploma is determined invalid, a high school equivalency exam may be required for admission consideration.

Moreover, to be considered for full admission, each applicant must have received or be receiving a high school diploma before the term for which he or she is applying. Those individuals who have not graduated from accredited high schools may be required to have a GED and an official report of the student's GED scores mailed directly to the B.R.E.D.S. Office from the center where he or she was tested.

Application to be submitted either online or in paper to the University

Responses on the applications and on related materials must be complete and accurate; entrance may be denied or registration cancelled as a result of false or misleading statements. All questions about requirements should be referred to the Office of Admissions at (502) 597-6813 or 1-877-367-5978 or by faxing information to (502) 597-5814.

Regular Admission Requirements

- 2.5 weighted cumulative grade point average or higher and
- 18 composite on the ACT or 940 on the SAT (Math and Reading sections only)
- All applicants who have completed less than 24 semester hours of college work must meet the following requirements based on a Pre-College Curriculum (PCC):
 - English (4 units): English I, II, III, and IV or AP English
 - Mathematics (3 units): algebra I, algebra II, and geometry
 - Science (3 units): at least one laboratory course, physical science, life science, or earth and space science
 - Social Studies (3 units): United States history, economics, government, world geography, world civilization
 - Health Education (1/2 unit)
 - Physical Education (1/2 unit)
 - History and Appreciation of Visual and Performing Arts (1 unit)
 - Foreign Language (2 units of the same foreign language)
- **The following students are not required to meet the PCC requirements**
 - Associate degree-seeking students
 - International students Non-resident students
 - Transfer students entering baccalaureate-degree status with twenty-four (24) or more semester credit hours applicable to a baccalaureate degree with a GPA of at least 2.00 on a 4.00 scale

- Students enrolled in a community or technical college or a community college type program Active Duty military personnel, their spouses and dependents
- Students who have reached their 21st birthday before the beginning of the semester or term.

2. Entities Affected

- B.R.E.D.S Office
- Office of the Registrar
- Financial Aid Office
- Bursar

3. Policy Owner/Interpreting Authority

Vice Provost for Student Success/Student Success and Retention

4. Related Policies

List number(s) and name(s) of related policies or manuals

5. Statutory or Regulatory References