



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

GENERAL EDUCATION TRANSFER

1. Policy

Kentucky General Education Transfer Policy

In an effort to promote a seamless transfer between Kentucky two-year and four-year public institutions, the Kentucky Council on Postsecondary Education (CPE) developed a policy to facilitate the transfer of credits from one Kentucky public college or university to another. This policy is called the General Education Transfer Policy and allows for the automatic transfer of a block of courses to satisfy general education degree requirements.

Students who transfer from another Kentucky public college or university may be (1) category certified, (2) core certified, or (3) general education certified by the Registrar of the school where the course work was completed. KSU will honor any of these designations and will apply the transferred general education courses to the student's record at Kentucky State University in a manner that best serves the transferring student.

Undergraduate Transfer Policy

Students transferring to Kentucky State University are required to submit official transcripts from all previously attended institutions as part of the admissions process. Credits earned at a fully accredited institution may be transferred to KSU and applied toward a degree. A fully accredited institution is one in good standing and a member of one of the six regional academic accrediting associations.

Kentucky State University accepts transfer credits with a grade of D or better. Exceptions to this are transfer equivalents for ENG 101 and ENG 102, which must have grades of C or better.

Credits that do not fulfill requirements will be accepted as free electives if grades of D or better were earned. If a grade of D is transferred and the student attempts to use this course to satisfy the requirements for a major or minor, or an area of specialization, the student will have to take the course at KSU and earn a grade of C or better.

KSU will not give upper level credit for a course completed at junior or community colleges without validation that the course is equivalent to upper-level university courses with the respective departments reserving final approval.

Regardless of the number of hours accepted for transfer, all candidates for an undergraduate degree must complete 30 of their last 36 hours toward their degree at Kentucky State University.

International Student

A student who is not a citizen or permanent resident of the United States is considered an international student.

The University welcomes admission inquiries from international students. International students should have a complete admission application on file three months before the beginning of the term (summer/fall/spring semester) in which they intend to enroll.

The international student must follow the following procedures:

- Submit an Application for Admission with a \$100.00 (US Funds) payment. Application fee made payable to Kentucky State University in the form of a money order or cashier's check;
- Submit a verification of graduation from high school or secondary institution;
- Submit official high school transcripts/certificate in English with translation certified (Nigerian students must submit WASC) Submit official SAT/ACT or TOEFL scores; minimum 71 on a 0-120 scale.
- Demonstrate, via Declaration of Certification of Finance, that sufficient funds are available to finance the planned course of study without causing undue hardship on the student;
- Provide a statement from the bank, lending agency, or sponsor that stipulates the amount of money on reserve for tuition, fees, and living accommodations to matriculate in a four-year undergraduate program in the United States;
- Submit a transcript evaluation form (with determined G.P.A.) from an accredited transcript evaluation agency in the United States; and
- Submit a \$3,500.00 deposit (in U.S. dollars) in order for the I-20 to be issued. This deposit is placed into the student's account and is available to the student for educational expenses only (i.e., tuition, books, and fees).

Prospective international students are encouraged to utilize the services of World Educational Services, Inc. (WES) for credential evaluation and verification. Instructions can be found at www.wes.org or by an evaluation and translation service available at the National Association of Credential Evaluation Service.

Visas and Regulations

Pre-Arrival - Obtaining an F-1 Visa:

Immigration and Customs Enforcement (ICE) is the U.S. Department of Homeland Security's bureau that oversees all non-immigrant international visitors to the U.S. International students needing a student visa to study at KSU must apply for an F-1 visa through ICE's Student Exchange Visitor Program's web-based information system (SEVIS).

Currently KSU is authorized to issue I-20s, which is the core document that tells a U.S. Embassy or Consular Officer that a person should be issued an F-1 student visa.

2. Entities Affected

- Academic Affairs
- Registrar
- BREDS Office
- Financial Aid Office

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs
Vice Provost for Student Success

4. Related Policies

5. Statutory or Regulatory References