

ADMISSIONS

Registration, Enrollment, and Residency Qualifications

Washburn University welcomes applications from all interested students. As a public institution, the University recognizes a responsibility to serve a variety of educational needs manifested by its student clientele. Prospective students are always welcome to the campus and are encouraged to visit prior to enrollment. The Office of Recruiting and Admissions, in Morgan Hall, handles all arrangements during students' campus visitations.

Admission Requirements for Degree Seeking Candidates

Graduates of accredited high schools who meet admission criteria, and wish to fulfill the requirements for a degree will be admitted as degree-seeking students. Admission classification will depend upon the student's academic credentials.

An Application for Admission must be completed by all first time students and by current or former students who are changing their degree status (degree or non-degree). An Application for Admission may be obtained by going to www.washburn.edu/admissions (<http://www.washburn.edu/admissions/>). Former students who are returning in the same status can complete the Returning Student Reactivation form at <http://washburn.edu/admissions/apply.html>. Students who are or have taken classes as a high school student need to complete the undergraduate application for admission.

Official high school or GED transcripts may be required for degree seeking applicants with fewer than 24 completed hours of college or vocational work.

Official transcripts of all previous college or vocational work listed on the application must be submitted by all degree seeking applicants. An official transcript must be received from each institution attended. Official transcripts can be sent through the mail or electronically to etranscripts@washburn.edu. Official transcripts cannot be faxed.

Fall enrollment, applications for admissions and transcripts should ideally be on file in the Office of Admissions by August 1. Applicants for the spring should ideally have applications and transcripts on file by January 2. Summer applicants should ideally have applications and transcripts on file by 10 business days prior to Summer enrollment.

Admission Criteria

High School and Home School Students

Students who are or will be graduates from an accredited high school or home school curriculum.

Regular Admission for High School and Home School Students

Students meeting the following criteria will be granted regular admission: High School GPA ≥ 2.00 on a 4.00 scale

Admission Exceptions for High School and Home School Students

Given our commitment of access to high-quality education, students not meeting Regular Admission criteria are granted admission by exception. Applicants admitted by exception are

required to participate in either the Passport for Success or the Ichabod Ignite Program. (<https://www.washburn.edu/academics/center-student-success/admission-exception-pathways.html>)

GED Students

Students who are not graduates of a high school may qualify for admission by taking the GED. The University requires receipt of an official GED transcript.

Admission Exceptions for GED Students

Applicants not meeting Regular Admission or Ichabod Ignite Program criteria (see below) may be granted admission by exception. Applicants admitted by exception must participate in the Passport for Success Program for placement testing, prescriptive course selection, and receive academic advising through the Center for Student Success (<https://catalog.washburn.edu/undergraduate/student-services-academic-support/center-student-success-retention/>).

Graduates of non-accredited high schools will be evaluated on an individual basis.

Questions Regarding Admission

If students have questions regarding admissions, they should contact the Admissions Office at (785) 670-1030.

Transfer Students

Transfer students who have completed 24 or more hours of college or vocational work must submit an official transcript from each previously attended regionally accredited post-secondary institution listed on the admissions application to the Office of Admissions at Washburn University. If the student has completed fewer than 24 college or vocational hours and is seeking a degree, additional material may be required for admittance. For more information, please refer to Admissions Criteria for details.

Entering degree-seeking transfer students must have an application and all transcripts on file in the Office of Admissions by the respective beginning term deadline. Those students unable to meet the minimum admissions standards due to unusual circumstances may be considered on a case-by-case basis by the Director of Admissions. Transfer students desiring additional information should call (785) 670-1030.

A cumulative 2.0 GPA on a 4.00 scale (C = 2.0) is the minimum preferred on all completed course work of transfer students seeking admission to Washburn University. Decisions rendered for those below a 2.0 GPA will be predicated on the number of hours attempted at previous institutions. Credits and grades earned in courses which are not acceptable from a transfer school will not be counted in the final grade point average or total hours earned at Washburn. At least 60 hours required for the baccalaureate degree must be taken at a 4-year college or university.

Transfer students who have completed a baccalaureate degree at an institution of higher education accredited by one of the six regional accrediting organizations (<https://www.chea.org/regional-accrediting-organizations/>) are considered to have satisfied general education requirements and are therefore not required to meet Washburn's general education requirements. Students who have completed all Kansas Board of Regents Systemwide General Education requirements at any Kansas post-secondary institution are also considered to have satisfied general education requirements at Washburn University, unless their

major department has been granted permission to continue requiring a specific general education course or deviate from the systemwide general education requirements.

Students will, however, be required to meet degree requirements that are specific to certain bachelor and associate degrees including required courses outside their major program department, which may be also designated as general education courses.

For transfer students who have not completed a baccalaureate degree, courses completed at a college, university, or technical institution accredited by one of the six regional accrediting organizations which have been designated by the sending institution as general education courses will transfer to Washburn University as courses within the appropriate general education distribution area without further review.

In addition, courses listed by the Kansas Board of Regents as a Kansas System-Wide Transfer (KSWT) course at www.kansasregents.org/transfer_articulation (http://www.kansasregents.org/transfer_articulation/) will transfer as their listed Washburn University equivalent course without further review. **Note:** The policy is not intended to circumvent specific program requirements for particular majors. This is a most important distinction and should be noted by students and their advisors.

Exceptions to this transfer policy include the following.

1. Specific courses required in the general education program (such as EN 101 and EN 200) must be approved as equivalent courses by the relevant departments unless the student has completed a baccalaureate degree from a regionally accredited institution.
2. KSWT courses that are lower-division at the sending institution and upper-division at Washburn University will be considered equivalent to the course at Washburn University for the purposes of program requirements but will not count toward the minimum upper-division hours required for graduation.
3. Courses not included in the sending institution's general education program which a transfer student believes may meet the spirit and intent of Washburn University's general education program must be reviewed by the General Education Committee.
4. Courses that may satisfy a major requirement or a prerequisite to a major requirement must be reviewed by the major department chairperson.

Courses taken at institutions outside the United States: College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the tertiary institution where the courses were taken is accredited by the Ministry of Education (or its equivalent) in that country. International transfer students who have completed college-level courses outside the United States may be requested to submit proof of accreditation by the Ministry of Education and/or provide an evaluation from an authorized international credential evaluation agency such as Educational Credential Evaluators (ECE) or World Education Services (WES). For students who have completed a baccalaureate or associate degree with a similar duration as a domestic baccalaureate or associate degree from an accredited international institution, courses satisfactorily completed in the Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics will be accepted towards credit in the appropriate general education distribution area.

Course Transfer Review Process (for exceptions listed above): To determine whether transfer coursework has been approved as satisfying

Washburn's general education program, students can access the online transfer guide links at <https://washburn.edu/registrar/transfer.html>. Department chairs determine how major courses will transfer and transfer students must provide appropriate documentation (course description and course syllabus) to the chairperson to make an informed decision. Requests for approval of a course to count for general education credit are reviewed by the university's General Education Committee. To request approval, students must complete the General Education Transfer Course Petition (<https://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/gen-ed-transfer-petition.pdf>) with their academic advisor and submit the form to the Office of Academic Affairs. Decisions are usually made 1-2 weeks after all required information is received.

Students can appeal decisions on the transferability of general education courses through the General Education Committee if additional information can be provided which might change the initial ruling. The committee's decisions can be appealed to the Vice President for Academic Affairs, whose decision will be final.

Academically Suspended Students

Academically suspended former students must submit a Petition for Academic Reinstatement to the Vice President of Academic Affairs Office if they wish to be considered for enrollment in a subsequent semester. Students should contact the Office of Academic Advising, in Plass Learning Resources Center, at (785) 670-1942, to begin the process of reinstatement.

Non-Degree Seeking Students

Non-degree seeking students or non-credit community auditors are required to only submit an application. If the course the student wishes to enroll in has a prerequisite, an unofficial transcript with the prerequisite course listed must be emailed to the professor teaching the course. It is important to be aware that federal financial aid is not available to non-degree seeking students.

International Students

Information regarding international students can be found in the catalog:

- Center for Student Success and Retention: International Student Services (<https://catalog.washburn.edu/undergraduate/student-services-academic-support/center-student-success-retention/>)
- College of Arts and Sciences, Modern Language department: Intensive English (<https://catalog.washburn.edu/undergraduate/college-arts-sciences/modern-languages/intensive-english/>)

New Student Orientation

Washburn will host New Student Orientation sessions for new freshmen and transferring students enrolling in fall, spring, and summer terms. For more information, please visit washburn.edu/admissions/orientation/ (<https://washburn.edu/admissions/orientation/>) or contact the Office of Student Orientation and Transition Programs at (785) 670-1834 or orientation@washburn.edu.

Academic Program Admission

Additional requirements are needed to be admitted in the following programs:

College of Arts and Sciences

- Art (Bachelor of Fine Arts)
- Music (Bachelor of Arts)

Brenneman School of Business

- Bachelor of Business Administration

School of Applied Studies

- Medical Laboratory Science
- Magnetic Resonance
- Diagnostic Medical Sonography
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiation Therapy Technology
- Radiologic Technology
- Health Information Technology
- Respiratory Therapy
- Bachelor of Health Science
- Education (Bachelor and Master Degrees)

Hines School of Nursing

- Bachelor of Science in Nursing

While program admission is required for degree candidacy, some courses in these areas may be taken by non-degree candidates with approval of an advisor from the area.

High School Students

The opportunity to accelerate an educational program while in secondary school is given and a student may take courses on campus before graduation. Upon the written authorization of the high school principal or high school counselor, junior and senior students with a 3.0 average or better may enroll in day or evening classes for which they are qualified. Students are limited to a maximum of two courses (six credits) per semester. A Request to Enroll form may be obtained through the student's local high school guidance office or Washburn's Office of Admissions website, www.washburn.edu/admissions (<http://www.washburn.edu/admissions/>). It should be submitted to the Office of Admissions, along with a completed Concurrent Enrollment Program (High School) application, 15 days before enrollment. Students below high school junior standing or not presenting a 3.0 grade point average, must also have permission of the relevant academic dean prior to enrollment. It is important to be aware that federal financial aid is not available to non-degree seeking students.

ACT or ACT Residual

Prospective students who cannot take a national ACT test or are out of high school and do not have an ACT score may use the ACT Residual. This test is administered by the Center for Student Success located in Plass Learning Resources Center. Test scores are not required for admission or academic merit scholarships, but they may be required for specialized scholarships.

Auditing Classes

Students who wish to attend classes, but do not wish to receive credit, may audit classes. Students in this category must have the approval of the instructor at the time they enroll and must pay the same fees as credit students. Audited courses are not assigned grades and students

are not required to turn in class assignments or write examinations. Students enrolled in an audited class may not convert to a credit status after the first week of class. Students may not change a class from credit status to audit after the third week of classes. It is important to be aware that federal financial aid is not available to non-degree seeking students.

60 and Over Tuition-free Audit Program

Kansas residents 60 years of age and over may audit credit courses at Washburn University without paying University tuition, University fees, or student activity fee charge. Being able to audit a course is subject to availability of class space and to the enrollment of a specified minimum number of fee-paying students. The costs of materials and/or textbooks are the responsibility of the auditor. It is important to be aware that federal financial aid is not available to non-degree seeking students.

Auditors are not required to prepare homework assignments or take examinations. They will need to seek instructor permission regarding participation in classroom discussion, group work, and laboratory and field work. No college credit will be awarded for courses, thus no transcripts will be generated. Auditors must follow the student code of conduct and are expected to follow University rules and regulations regarding parking, library privileges, and other appropriate university regulations. If an auditor does not follow instructor directions, is disruptive, or otherwise behaves in a way the instructor believes is detrimental to the class, the instructor, department chair or dean may rescind consent to audit the class and/or future classes.

Auditors must be at least 60 years old on or before the first day of the semester/term in which the class is taught and need to be prepared to have their birth date verified by showing a driver's license or birth certificate when they register. Registration forms will be processed only after most fee-paying students have enrolled which enables the identification of classes that have space available.

If you are a first-time participant to this program, please complete the 60 and Over Tuition-free Audit program application (<https://www.washburn.edu/academics/community-continuing-education/audit-program.html>).