



REGULATION TITLE:

Undergraduate Admissions

APPLIES TO:

Undergraduate Student Applicants

ADMINISTRATIVE AUTHORITY:

Office of Admissions

Division of Academic & Student Affairs

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements the Undergraduate Admissions Policy by providing the specific, transparent criteria and procedures for admission to Kentucky State University (KSU). These standards are consistent with KSU's mission and the guidelines established by the Kentucky Council on Postsecondary Education (CPE).

DEFINITIONS:**First-Time Freshman**

A student applying for admission who has not previously attended a college or university after graduating from high school.

Transfer Student

A student applying for admission who has previously enrolled at another accredited college or university after

graduating from high school.

Readmit Student

A former KSU student who has not been enrolled at the university for one or more major semesters (fall or spring) and wishes to return.

Non-Degree Seeking Student

A student who wishes to enroll in courses for credit but is not currently pursuing a degree at KSU.

PROCESS:

General Application Procedures

All applicants must submit the following to the Office of Admissions:

- A completed application for undergraduate admission.
- A non-refundable application fee.
- Official transcripts from high school and/or all previously attended colleges and universities.

First-Time Freshman Admission Criteria

Applicants for freshman admission must submit an official high school transcript or GED equivalent. Admission will be granted to applicants who meet the following criteria:

- **Standard Admission:** Applicants with a minimum cumulative high school GPA of 2.50 on a 4.0 scale.
- **Conditional Admission:** Applicants with a cumulative high school GPA between 2.00 and 2.49 will be considered through a holistic review process. This process may consider factors such as standardized test scores (ACT/SAT), letters of recommendation, and a personal essay to assess the applicant's potential for success.

Transfer Student Admission Criteria

Applicants for transfer admission must submit official transcripts from all previously attended postsecondary institutions. Admission will be granted to applicants who meet the following criteria:

- Have earned a minimum of 24 transferable semester credit hours from a regionally accredited institution.
- Have a minimum cumulative GPA of 2.00 on a 4.0 scale for all previous college work attempted.
- Are in good academic standing and eligible to return to their most recently attended institution.

Readmission Criteria

Former KSU students who wish to return must apply for readmission. Students who left KSU on academic suspension must also satisfy all conditions for reinstatement as outlined in the Academic Standing Policy.

Non-Degree Seeking Admission

Applicants who wish to enroll as non-degree seeking students must submit an application and may be required to provide evidence of academic readiness.

International Student Admission

International student applicants should have a complete application on file three (3) months prior to the start of the term in which they intend to enroll. In addition to the general application procedures, international applicants must also submit the following:

- \$100.00 application fee in U.S. funds.
- Verification of graduation from a high school or secondary institution.
- Official high school transcripts or certificates, certified in English.
- Evidence of English language proficiency by meeting the minimum standards outlined in the *English Language Proficiency Regulation*.
- A transcript evaluation (with GPA) from an accredited U.S. transcript evaluation agency.
- A declaration of certification of finance demonstrating sufficient funds for the planned course of study. This must be supported by a statement from a bank, lending agency, or sponsor.
- A \$3,500.00 deposit (in U.S. dollars) is required for the Form I-20 to be issued. This deposit is applied to the student's account for educational expenses.

Admission Decisions

The Office of Admissions will notify applicants of their admission status in writing. All admission decisions made by KSU are final.

REFERENCES AND RELATED MATERIALS:

- KSU Undergraduate Admissions Policy
- KSU Academic Standing Policy

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu
Admission Questions	Office of Admissions	(502) 597-6813	admissions@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
