

Kansas Board of Regents

Qualified Admissions Annual Survey Instructions

Background

The Kansas legislature passed Qualified Admissions legislation (K.S.A 76-717) in 1996. Qualified Admissions outlines undergraduate admissions requirements for students applying to state universities in Kansas. The first students subject to qualified admissions criteria were the 2001 high school graduates; they were admitted to the universities for the 2001-2002 year. Prior to K.S.A. 76-717, all state universities in Kansas were “open admission.”

Purpose of the Survey

K.S.A. 76-717 requires the Board of Regents to submit an annual report to the legislature containing information on the number of students admitted during the preceding academic year. The information contained in the report must be disaggregated by institution. The survey collects information so the Board may comply with the reporting requirement. The following institutions are required to fill out the survey: Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas and Wichita State University.

Survey Questionnaire

The QA data are collected over the Internet via a web-based reporting system. The web application was designed to minimize response burden, to improve data quality and timeliness, and to require minimal or no edit follow-up for data problems. The online questionnaire can be found at www.kspdsd.org.

I. Technical Instructions

A. Account and Project Access – In order to complete the online data collection, each user must have a KSPSD account with access to the Qualified Admissions project. If you already have a KSPSD account with access to the Qualified Admissions project, skip to B.

1. If you do not have a KSPSD account, you will need to create one.
 - a. Go to kspdsd.org, and click “Login”.
 - b. Click the link “Apply for a New Account”.
 - c. Follow prompts. At the drop down box for “Choose Project”, select “Qualified Admissions Annual Report”.
 - d. Select your institution and access level, and click “Apply”. Your request will be sent to IR staff, and your account and access will be created as appropriate.

2. If you already have a KSPSD account, but do not have access to the Qualified Admissions Annual report you must request a “Change in Access” to gain access to the QA project.
 - a. Login to the website.
 - b. Click the red “Change” link in the yellow bar at the top.
 - c. On the right side of the resulting screen, click to “Update Account Information”.
 - d. Click the button at the bottom of this screen, “Request Change to Access”.
 - e. For the project “QA”, click “Request to Change”.
 - f. Select your institution and the appropriate access level. One user at each institution will need “Lock” access.
 - g. Click the button “Request to Add or Change Access”. Your request will be sent to IR staff and access will be granted as appropriate.

B. Entering Data Online – Those with a KSPSD account with access to the Qualified Admissions project can enter data online. To do so,

1. Login to www.kspdsd.org.
2. Navigate to the left side of the webpage (in the blue menu bar), and perform a “mouse-over” on the “Projects” item. Select the Qualified Admissions option.
3. You may be asked to confirm your profile information. Make sure the institution, period, and year are correct. Click “Update”.
4. The webpage for QA reporting will open. Navigate to the Data Submission tab.
5. Data input is split into two parts. Enter data directly to the web form for Parts 1 and 2. Click on the “Input Form” to start entering data.
 - a. Enter data to the white boxes. The yellow boxes are calculated fields. They will automatically update as you enter data.
 - b. Data will not be saved until you hit the enter button on the keyboard or click the “Save” button on the web form.
 - c. You may exit and re-enter as often as necessary.
6. Locking the Submission
 - a. After Part 1 and Part 2 are completed and reviewed, the lock process must be completed by the institutional user who has lock access.
 - b. On the Data Submission tab, click the “Lock reports” link. This informs the KBOR IR staff that the data submission process for this report is complete and the data is ready to be used in further reporting.

II. Data Instructions

A. Data is for the annual reporting year 2010, which includes Summer 2009, Fall 2009 and Spring 2010.

B. Include admissions information for 1) all first-time first-year students with less than 24 transfer credit hours and 2) transfer students with 24 or more transfer credit hours. Include applicants who graduated from high school or earned a GED prior to May, 2001. These students are subject to QA regulations.

C. Include admissions information for students seeking admission to open-ended associate degree programs that comprise the first two years of a nontechnical/occupational baccalaureate program (AA degrees and non-occupational AS degrees).

D. Exclude admissions information for non-degree seeking students and/or high school students concurrently enrolled.

E. Data input is split into two parts: Part 1) Applicants subject to the criteria of ACT, class rank or precollege curriculum and Transfer Applicants and Part 2) Applicants who are 21 and over with an accredited high school diploma or GED.

Part 1a: Applicants Subject to the criteria of ACT, class rank, and precollege curriculum

Residents

1. Residents Denied: Include a) Kansas residents under the age of 21 with fewer than 24 transfer credit hours with an accredited high school diploma who were denied admission because they did not meet the test score, class rank or curriculum criteria and b) Kansas residents under the age of 21 with fewer than 24 transfer credit hours with an unaccredited high school diploma who were denied admission because they did not meet the test score criterion or were denied because they had an unaccredited high school diploma¹.

2. Residents Admitted on Test Score, Class Rank or Curriculum: Include Kansas residents under the age of 21 with fewer than 24 transfer credit hours who were admitted on the test score, class rank or curriculum criteria. In the test score box make sure and include home-schooled students and graduates of unaccredited high schools who were admitted on the test score criterion². Applicants are admitted based on one criterion. The order of this selection is as follows:

¹ On July 1, 2009 home-schooled students and graduates of unaccredited high schools became eligible for admissions by meeting the test score criterion. Previously, they could only be admitted as an exception. Report home-schooled students and graduates of unaccredited high schools denied admission before the change went into effect in this column.

² On July 1, 2009 home-schooled students and graduates of unaccredited high schools became eligible for admissions by meeting the test score criterion. Previously, they could only be admitted as an exception. Report home-schooled students and graduates of unaccredited high schools who met the test score criterion after the change went into effect in this column.

- a. Test Score: ACT Composite Score must be 21 or above. Total SAT (Math + Verbal) must be 980 or above.
- b. Class Rank: Class ranking in the top 1/3 of the high school class upon completion of 7 or 8 semesters.
- c. Curriculum: Minimum 2.0 GPA on a 4.0 scale in the pre-college curriculum.

3. Resident Exceptions, First-Time, First-Year: Include Kansas residents under the age of 21 with fewer than 24 transfer credit hours that were admitted by exception because they did not meet the test score, class rank or curriculum criterion; had an unaccredited high school diploma³; or did not have qualifying GED scores. Include Kansas residents over the age of 21 with fewer than 24 transfer credit hours that were admitted by exception because they did not graduate from an accredited high school or did not have qualifying GED scores.

4. Residents Enrolled: This is the number of Kansas residents who were admitted to the university and enrolled as of the 20th day of classes. Indicate if students were admitted using the test score, class rank or curriculum criterion OR if students were admitted through the exception window.

5. Headcounts for above categories are broken down by gender and ethnicity.

- a. Male/Female: Gender of the applicant. If gender is not indicated by the applicant, headcounts are entered into the Unknown cells.
- b. Minority: Applicants who are in the ethnic /racial categories of Black/Non-Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander, or Hispanic.
- c. Nonminority: Applicants/Students who are in the ethnic /racial category of White.

6. Percent of resident exceptions admitted is calculated as follows:

Numerator: Total Resident Exceptions Admitted from Part 1a

Denominator: All admitted students (resident + nonresident from Part 1a; resident GED and resident “21 and over” from Part 2)

Nonresidents

1. Nonresidents Denied: Include applicants who are not Kansas residents, have fewer than 24 transfer credit hours and were denied admission because they did not meet test score, class rank or curriculum criterion. Include graduates of unaccredited high schools and home-school students denied admission¹. Include nonresident applicants with GEDs

³ On July 1, 2009 home-schooled students and graduates of unaccredited high schools became eligible for admissions by meeting the test score criterion. Previously, they could only be admitted as an exception. Report home-schooled students and graduates of unaccredited high schools admitted as exceptions before the change went into effect in this column. Also report home-schooled students and graduates of unaccredited high schools admitted as exceptions on or after July 1, 2009 if they did not meet the test score criterion.

who did not have qualifying ACT/SAT test scores. Include all applicants denied admission for the above reasons, regardless of age. Exclude international students⁴.

2. Nonresidents Admitted on Test Score, Class Rank or Curriculum: Include residents of other states with fewer than 24 transfer credit hours who were admitted on the test score, class rank or curriculum criterion. Exclude international students⁴. In the test score box include home-schooled students and graduates of non-accredited high schools who were admitted on the test score criterion². Applicants are admitted based on one criterion. The order of this selection is as follows:

- a. Test Score: ACT Composite Score must be 21 or above. Total SAT (Math + Verbal) must be 980 or above.
- b. Class Rank: Class ranking in the top 1/3 of the high school class upon completion of 7 or 8 semesters.
- c. Curriculum: Minimum 2.5 GPA on a 4.0 scale in the pre-college curriculum.

3. Nonresident Conditional, First-time, First-Year Admits: Include nonresidents with fewer than 24 transfer credit hours who were admitted through the conditional admit category because they did not meet the test score, class rank or curriculum criterion. Nonresidents can only be admitted as exceptions using the GED criteria or “21 and over” criterion so include those students here. Exclude international students.⁴

4. Nonresidents Enrolled: This is the number of nonresidents who were admitted to the university and enrolled as of the 20th day of classes. Indicate if students were admitted using the test score, class rank or curriculum criterion OR if students were admitted through the conditional admit category.

5. Headcounts for above categories are broken down by gender and ethnicity. See page 4 for definitions.

Part 1b: Applicants with 24 or More Transfer Credit Hours

Residents

1. Residents Denied, Transfer: Include Kansas residents with 24 or more transfer credit hours denied admission because they did not have at least a 2.0 cumulative G.P.A. on all post-secondary coursework.

2. Residents Admitted, Transfer GPA: Include Kansas residents with 24 or more transfer credit hours who were admitted because they had at least a 2.0 cumulative G.P.A. on all post-secondary coursework.

3. Resident Exceptions, Transfer: Include Kansas residents with 24 or more transfer credit hours who were admitted by exception because they did not have a cumulative G.P.A. of 2.0 or higher on all post-secondary coursework.

⁴ While international students are excluded from the reporting process, they are still subject to Qualified Admissions.

4. Residents Enrolled, Transfer GPA: This is the number of Kansas residents with 24 or more transfer credit hours admitted on the GPA criterion and enrolled as of the 20th day of classes.

5. Residents Enrolled, Transfer Exceptions: This is the number of Kansas residents with 24 or more transfer credit hours admitted as exceptions and enrolled as of the 20th day of classes.

6. Headcounts for above categories are broken down by gender and ethnicity. See definitions on page 4.

7. Resident Transfer Exceptions is calculated as follows:

Numerator: Total number of resident transfer exceptions admitted

Denominator: All admitted resident transfer students

Nonresidents

1. Nonresidents Denied, Transfer: Include nonresidents with 24 or more transfer credit hours denied admission because they did not have at least a 2.0 cumulative G.P.A. on all post-secondary coursework. Include international students.

2. Nonresidents Admitted, Transfer GPA: Include nonresidents with 24 or more transfer credit hours who were admitted because they had at least a 2.0 cumulative G.P.A. on all post-secondary coursework. Include international students.

3. Nonresident Exceptions, Transfer: Include nonresidents with 24 or more transfer credit hours who were admitted by exception because they did not have a cumulative G.P.A. of 2.0 or higher on all post-secondary coursework. Include international students.

4. Nonresidents Enrolled, Transfer GPA: This is the number of nonresidents with 24 or more transfer credit hours admitted on the GPA criterion and enrolled as of the 20th day of classes. Include international students.

5. Nonresidents Enrolled, Transfer Exceptions: This is the number of nonresidents with 24 or more transfer credit hours admitted as exceptions and enrolled as of the 20th day of classes. Include international students.

6. Headcounts for above categories are broken down by gender and ethnicity. See definitions on page 4.

7. Nonresident Transfer Exceptions is calculated as follows:

Numerator: Total number of nonresident transfer exceptions admitted

Denominator: All admitted nonresident transfer students

E. Part 2 –GED or “21 and over”

Residents GED

1. Residents Denied: Include Kansas residents with fewer than 24 transfer credit hours who were denied admission because they did not achieve an overall GED score of 2,550 points and a minimum score of 510 points on each subtest if the test was taken on or after January 1, 2002. If the applicant took the GED test prior to January 1, 2002, the applicant, to be denied admission, must have scored less than 250 points on the overall GED and less than 50 on each subtest. This group is not a subset of the resident denied category reported on Part 1a.

2. Residents Admitted⁵: Include Kansas residents with fewer than 24 transfer credit hours who were admitted because they achieved an overall GED score of 2,550 points and a minimum score of 510 points on each subtest if the test was taken on or after January 1, 2002. If the applicant took the GED test prior to January 1, 2002, the applicant must have achieved an overall GED score of at least 250 points and a minimum score of 50 on each subtest. This group is not a subset of the resident admitted category (test score, class rank, curriculum) reported on Part 1a. Do not report students admitted as exceptions.

3. Residents Enrolled: This is the number of Kansas residents who were admitted to the university on the GED criterion and were enrolled as of the 20th day of classes. This group is not a subset of the resident enrolled category (test score, class rank, curriculum) reported on Part 1a. Do not report students admitted as exceptions and who subsequently enrolled.

4. Headcounts for above categories are broken down by gender and ethnicity. See definitions on page 4.

Residents 21 and Over⁶

1. Residents Denied: Include Kansas residents 21 years of age or older with fewer than 24 transfer credit hours who were denied admission because they did not graduate from an accredited high school. This group is not a subset of the resident denied category reported on Part 1.

2. Residents Admitted^{5,6}: Include Kansas residents 21 years of age or older with fewer than 24 transfer credit hours who were admitted because they graduated from an accredited high school. This group is not a subset of the resident admitted category (test score, class rank, curriculum) reported on Part 1a. Do not report students admitted as exceptions.

3. Residents Enrolled: This is the number of Kansas residents 21 years of age and over who were admitted to the university because they graduated from an accredited high school, had fewer than 24 transfer credit hours and were enrolled as of the 20th day of classes. This group is not a subset of the resident enrolled category (test score, class rank,

⁵ While applicants may fit more than one category, the order of selection is GED first, and then 21 and Over.

⁶ 21 and Over is defined as at least 21 years of age by the first day of classes.

curriculum) reported on Part 1a. Do not report students admitted as exceptions and who subsequently enrolled.

4. Headcounts for above categories are broken down by gender and ethnicity. See definitions on page 4.

Nonresidents GED

1. Nonresidents Denied: Include nonresidents with fewer than 24 transfer credit hours and a GED who were denied admission because they did not have qualifying ACT/SAT test scores. This group is a subset of the nonresident denied category reported on Part 1a.

2. Nonresidents Admitted⁵: Include nonresidents with fewer than 24 transfer credit hours and with a GED who were admitted through the conditional admit category because they did not have qualifying ACT/SAT scores. This group is a subset of the nonresident conditional, admit category reported on Part 1a.

3. Nonresidents Enrolled: Include nonresidents with a GED who were admitted through the conditional admit category because they did not have qualifying ACT/SAT scores and enrolled as of the 20th day of classes. This group is a subset of the nonresident conditional enrolled category reported on Part 1a.

4. Headcounts for above categories are broken down by gender and ethnicity. See definitions on page 4.

Nonresidents 21 and Over⁶

1. Nonresidents Denied: Include nonresidents 21 years of age or older with fewer than 24 transfer credit hours denied admission because they did not meet the test score, class rank or precollege curriculum criteria. This group is a subset of the nonresident denied category reported on Part 1a. Exclude international students.

2. Nonresident Admitted⁵: Include nonresidents 21 years of age or older with fewer than 24 transfer credit hours who were admitted because they met the test score, class rank or precollege curriculum criteria. This group is a subset of the nonresident admitted category or the nonresident conditional admit category reported on Part 1a. Exclude international students.

3. Nonresidents Enrolled: Include nonresidents 21 years of age or older with fewer than 24 transfer credit hours who were enrolled as of the 20th day of classes. This group is a subset of the nonresident test score, class rank, curriculum, or first-time first-year enrolled category reported on Part 1a. Exclude international students.

4. Headcounts for above categories are broken down by gender and ethnicity. See definitions on page 4.