2022-23
ACADEMIC CATALOG



Midway University Course Catalog

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Admission to Midway University

Midway University offers multiple academic opportunities: the traditional day programs; adult and accelerated evening programs; online programs; and graduate programs. For graduate admission requirements for the MBA, M.Ed. or MSN, please refer to the graduate program section of this catalog.

Disclaimer

The University reserves the right to review any and all related documentation and employ appropriate means to assess the suitability of applicants for enrollment and re-enrollment in the University. Acceptance or denial of admission to the University will be based upon the results of this review.

Traditional Undergraduate Admissions

Application Criteria for the Traditional Undergraduate Programs

First-time applicants

High school preparation and GPA or GED scores.

- Recommended high school preparation: Algebra – 3 years; English – 4 years; Social Sciences – 2 years; Science – 2 years.
- Cumulative High School GPA 2.5 GPA on a 4.0 scale or GED score of 165 (after 2014) per section to achieve a score of 660, or 450 (from 2002-2013).
- ACT (American University Test) or SAT (Scholastic Aptitude Test) scores.
    - 18 ACT/or equivalent SAT (Critical Reading + Math) score.
- Recommendations and/or personal interviews, upon request.

Transfer students

- Minimum College GPA of 2.0.
- Statement and/or personal interview, upon request of admission counselor

Application Procedures for the Traditional Undergraduate Programs

First-time students

- Complete and submit the application online with the non-refundable application fee and sign any necessary program acknowledgement forms (Education or Nursing).
- Submit official high school transcript. Enrollment conditional upon receipt of final official high school transcript which reflects a date of graduation or GED score with date of award.
- Take the ACT (American University Test) and/or the SAT (Scholastic Aptitude Test) and have the official scores sent to Midway University. Midway University's number is 1528 for the ACT and 1467 for the SAT.
- Applicants are accepted on a rolling basis and will receive a written response within two weeks after receipt of all required application materials listed in this section. Applications that are not completed within six weeks or the last day to add classes will be marked denied due to failure to complete.

Transfer students

- Complete and submit the application online with the non-refundable application fee and sign any necessary program acknowledgement forms (Education, Equine [no acknowledgement form], or Nursing).
- Arrange to have all official transcripts from all post-secondary institutions attended sent to the Office of Admissions.
- An official final high school transcript with GPA and graduation date, or official GED transcript with date of award/scores is required of every student transferring fewer than 24 credit hours.

- Official ACT/SAT scores of every student transferring fewer than 24 credit hours and is under the age of 24.

Home-schooled students

- Complete and submit the application online with the non-refundable application fee and sign any necessary program acknowledgement forms (Education, Equine, or Nursing).
- Attach all academic documentation that outlines the courses studied, transcripts, and books used and read for each course or submit official GED scores. If a student is unable to provide these documents, then the student will be conditionally admitted.
- Take the ACT (American University Test) and/or the SAT (Scholastic Aptitude Test) and have the official scores sent to Midway University. Midway University's number is 1528 for the ACT and 1467 for the SAT.

Re-admit students

- Students previously enrolled at Midway University who either withdrew from the university or interrupted studies for one full calendar year or longer must submit a new application online
- If students have attempted University work at another institution since leaving Midway University, they must also submit official transcripts with a minimum cumulative GPA of a 2.0 from the institutions they attended.

Visiting students

- Students enrolled at institutions other than Midway University who wish to take one or more courses for transfer back to their home institutions must submit the application online with the non-refundable application fee and an official transcript from their home institution.

Dual-Credit high school students

- Complete and submit the Dual Credit application.
- Submit official high school transcript with GPA and ACT scores.
- Take the ACT (American University Test) and/or the SAT (Scholastic Aptitude Test) and have the official scores sent to Midway University. Midway University's number is 1528 for the ACT and 1467 for the SAT. ACT and SAT Scores may be submitted on an official transcript.
- High school students must meet pre-requisites to enroll in specific courses.

Audit students

- A student choosing to audit a course must submit the application online and pay the non-refundable application fee.
- No transcripts are required.
- Persons whose enrollment in the University was limited to audited courses may not change to a credit basis for any course they are auditing unless they have reapplied for admission to the University and have been accepted.
- Auditing is allowed on a space available basis.

Non-Degree seeking students

- Students enrolled at institutions other than Midway University who wish to take one or more courses for transfer back to their home institution must submit the application online with the non-refundable application fee and an official transcript from the Registrar's Office of their home institution.
- Students are limited to enrolling in six (6) credit hours per semester.

Post-Baccalaureate students

- Students attending Midway University with the goal of attaining a concentration or fulfilling pre-requisites for higher degrees must submit the online application and pay the non-refundable application fee.
- Official transcript showing conferment of Bachelor's degree and date of conferment must be submitted to the office of admission.

Undergraduate, Traditional, Degree-seeking International Students

Midway University is authorized under United States federal law to enroll non-immigrant international students who are granted F-1 student visas. International students may apply for admission as first-year, transfer, or graduate students. Students on F-1 visa are only permitted to take one online class per semester.

Application deadline for fall is June 1 and for spring is November 1.

International applicants are required to submit the following materials:

- *Application*- Complete and submit the international student application online with the non-refundable application fee.
- *Application fee*- A non-refundable application fee of $30 USD shall accompany the application.
- *International Processing and Mailing Fee*- A non-refundable fee of $50 for the processing and mailing of the I-20 document to the prospective student.
- *Financial guarantee*- United States immigration regulations require that students demonstrate the ability to finance the first year of education before receiving the I-20 form and admissions/ scholarship letters. Bank statements are an acceptable form of documentation.
- *Academic records*- Records must include courses taken, grades received, and degrees or certificates earned. An explanation of the coding or grading system used to evaluate the student's work should accompany the records. Detailed course-by-course evaluation may be requested from a student if required. All athletes or students intending to play sports will be required to submit a course-by-course, detailed evaluation report of high school transcripts, marksheets, or academic records that reflect your GPA from schools outside the U.S. If applicable, please include any other college-level coursework in your submission. These documents should be submitted through one of the following: World Education Services (WES), Josef Silny & Associates, Inc., Educational Credential Evaluators, or International Credential Evaluations (Incred).
- *Transfer students*- Transfer students must have official transcripts sent from each institution of higher education attended, in English, as described above.
    - # Transfer credit from a university outside the United States is awarded only when the transcript is accompanied by a professional evaluation completed by an approved

agency: World Education Services (WES), Josef Silny & Associates, Inc., Educational Credential Evaluators, or International Credential Evaluations (Incred).
    - If the transfer student is presently residing in the United States, a photocopy of the current I-20 must be enclosed.
- *TOEFL, IELTS, DUOLINGO, or PTE score (Pearson Test)*- results are required if applicant is a non-native English speaker. If applicant is a native English speaker then ACT or SAT is required.
    - Students who have achieved a grade of C or higher in a college level English course at a U.S. college or university may have the TOEFL/IELTS requirement waived.
    - TOEFL of 500 written, 173 (computer version), 61 (internet based), a score of 6.0 bands on the IELTS, a DUOLINGO score of 85, or PTE score of 44 are generally required minimum scores for admission.
- *Additional documents*- Copy of the photo page of the student's passport.
- *Athletic eligibility*- All eligible students who matriculate into the Undergraduate Programs have the opportunity to participate in intercollegiate athletics. To participate, students must submit documentation showing class rank, ACT or SAT scores, and a cumulative GPA on a 4.0 grade scale. Students must also document work experience if they have been out of secondary school for more than six months.

Evening and Online Undergraduate Admissions

Application Criteria for Evening and Online Undergraduate Programs

First-time applicants

High school preparation and GPA or GED scores.

- Recommended high school preparation: Algebra – 3 years; English – 4 years; Social Sciences – 2 years; Science – 2 years.
- Cumulative High School GPA 2.5 GPA on a 4.0 scale or GED score of 165 (after 2014) per section to achieve a score of 660, or 450 (from 2002-2013).
- ACT (American University Test) or SAT (Scholastic Aptitude Test) scores.
    - 18 ACT/or equivalent SAT (Critical Reading + Math) score.
- Recommendations and/or personal interviews, upon request.

Transfer students

- Minimum Cumulative College GPA of 2.0.
- Statement and/or personal interview, upon request of admission counselor.

Application Procedures for Evening and Online Undergraduate Programs

First-time students

- Complete and submit the application online with the non-refundable application fee and sign any necessary program acknowledgement forms (Education or Nursing).

- Submit official high school transcript. Enrollment conditional upon receipt of final official high school transcript which reflects a date of graduation or GED score with date of award.
- Submit official ACT or SAT scores, if under the age of 24.
- Students will hear from the Admissions Office once all appropriate documentation has been received and reviewed. The admission process takes approximately two to three weeks after the application and all supporting documents are received.

Transfer students

- Complete and submit the application online with the non-refundable application fee and sign any necessary program acknowledgement forms (Education or Nursing).
- Arrange to have all official transcripts from all post-secondary institutions attended sent to the Office of Admissions.
- An official final high school transcript with GPA and graduation date, or official GED transcript with date of award/scores is required of every student transferring fewer than 24 credit hours.
- Official ACT/SAT scores of every student transferring fewer than 24 credit hours and is under the age of 24.

Home-schooled students

- Complete and submit the application online with the non-refundable application fee and sign any necessary program acknowledgement forms (Education or Nursing).
- Attach all academic documentation that outlines the courses studied, transcripts, and books used and read for each course or submit official GED scores. If a student is unable to provide these documents, then the student will be conditionally admitted.
- Take the ACT (American University Test) and/or the SAT (Scholastic Aptitude Test) and have the official scores sent to Midway University. Midway University's number is 1528 for the ACT and 1467 for the SAT.

Re-admit students

- Students previously enrolled at Midway University who either withdrew from the university or interrupted studies for one full calendar year or longer must submit a new application online.
- If students have attempted University work at another institution since leaving Midway University, they must also submit official transcripts with a minimum GPA of 2.0 from the institutions they attended.

Visiting students

- Students enrolled at institutions other than Midway University who wish to take one or more courses for transfer back to their home institutions must submit the application online with the non-refundable application fee and an official transcript from their home institution.

Audit students

- A student choosing to audit a course must submit an application online and pay the non-refundable application fee.

- No transcripts are required.
- Persons whose enrollment in the University was limited to audited courses may not change to a credit basis for any course they are auditing unless they have reapplied for admission to the University and have been accepted.
- Auditing is allowed on a space available basis.

Non-Degree seeking students

- Students enrolled at institutions other than Midway University who wish to take one or more courses for transfer back to their home institution must submit the application online with the non-refundable application fee and an official transcript from the Registrar's Office of their home institution.
- Students are limited to enrolling in six (6) credit hours per semester.

Post-Baccalaureate students

- Students attending Midway University with the goal of attaining a concentration or fulfilling pre-requisites for higher degrees must submit the online application and pay the non-refundable application fee.
- Official transcript showing conferment of Bachelor's degree and date of conferment must be submitted to the office of admission.

Undergraduate, EON, Degree-seeking International Students

Midway University is authorized under United States federal law to enroll non-immigrant international students who are granted F-1 student visas. International students may apply for admission as first-year, transfer students or graduate students. Students on F-1 visa are only permitted to take one online class per semester. Therefore, students on F-1 visa are not eligible for Midway's online degree programs.

Application deadline for fall is June 1 and for spring is November 1.

International applicants are required to submit the following materials:

- *Application*- Complete and submit the international student application online with the non-refundable application fee of $30 USD.
- *International Processing and Mailing Fee*- A non-refundable fee of $50 for the processing and mailing of the I-20 document to the prospective student.
- *Financial guarantee*- United States immigration regulations require that students demonstrate the ability to finance the first year of education before receiving the I-20 form and admissions/ scholarship letters. Bank statements are an acceptable form of documentation.
- *Academic Records*- Records must include courses taken, grades received, and degrees or certificates earned. An explanation of the coding or grading system used to evaluate the student's work should accompany the records. This process must be completed by course by course evaluation through World Education Services (WES), Josef Silny & Associates, Inc., Educational Credential Evaluators, or International Credential Evaluations (Incred).
- *Transfer students*- Transfer students must have official transcripts sent from each institution of higher education attended, in English, as described above in academic records section.

    - Transfer credit from a university outside the United States is awarded only when the transcript is accompanied by a professional course by course evaluation completed by one of the following approved agencies: World Education Services (WES), Josef Silny & Associates, Inc., Educational Credential Evaluators, or International Credential Evaluations (Incred).
    - If the transfer student is presently residing in the United States, a photocopy of the current I-20 must be enclosed.
- *TOEFL, IELTS, DUOLINGO, or PTE score (Pearson Test)*- results are required if applicant is a non-native English speaker, for Native English speaking applicants University makes the determination of waiving the requirement.
    - Students who have achieved a grade of C or higher in a college level English course at a U.S. college or university may have the TOEFL/IELTS requirement waived.
    - TOEFL of 500 written, 173 (computer version), 61 (Internet based), a score of 6.0 bands on the IELTS, a DUOLINGO score of 85, or a PTE score of 44 are generally required minimum scores for admission.
- *Additional documents*- Copy of the photo page of the student's passport.
- Completion of any degree does not guarantee employment in the United States.

The Academy at Midway: Midway University's Dual Credit Program

The Academy at Midway is open to high school juniors and seniors residing within Kentucky, who meet eligibility requirements. Dual credit students may enroll in Midway University in the fall and spring semester of their junior and senior years in high school at the reduced dual credit tuition rate established as part of the Kentucky Higher Education Assistance Authority (KHEAA) Dual Credit Scholarship Program. Students taking more courses than provided by the dual credit scholarship are responsible for the cost of the courses which is set at the same rate as the dual credit scholarship level. Currently this rate is one-third of the per credit hour tuition rate of the Kentucky Community and Technical College System (KCTCS).

Courses may include general education courses and/or departmentally approved introductory courses for specific majors. Students may attend Midway University courses on their high school campus in-seat, attend Midway University campus in-seat as space is available, or via online instruction.

Requirements for participation in The Academy

- Junior or Senior high school status
- 2.5 high school GPA
- ACT scores are used for course placement purposes
- Students are required to meet all course pre-requisites.

Application Procedures for The Academy

- To apply for Midway University Dual Credit, students must submit an online Dual Credit Student application
- High school transcript with ACT or SAT scores -or-

- ACT or SAT scores submitted to the University (used for course placement purposes)
- Midway University waives the application fee for dual credit admission.

Participation in the dual credit program at Midway University is in conjunction with the student's high school administration and guidance department or home school leadership's collaboration with Midway University.

Continued participation in Midway University's Dual Credit program is dependent upon successful completion of courses. Dual credit students are expected to maintain a 2.0 minimum institutional GPA. Students who earn a "D" or an "F" will be required to successfully repeat the course(s) and earn a 2.0 term GPA to continue in the dual credit program. Students repeating courses will be charged the full dual credit tuition rate.

Military Personnel and Veterans

Individuals serving in the U.S. Armed Forces and those who have completed such service are welcome as Midway University students. The Kentucky Approving Agency for Veterans Education (State Approving Agency) has approved programs offered by Midway University for G.I. Bill ® [1] benefits for veterans and other eligible persons. Eligible students should follow the appropriate application procedures for Midway University. Midway also participates in the Yellow Ribbon Program.

Graduate Program Admissions

Admission into Midway University's graduate programs is program specific. Please refer to the graduate program page for admission requirements.

MBA Admission Requirements

MEd Admission Requirements

MSN Admission Requirements

Graduate Degree-seeking International Students

Midway University is authorized under United States federal law to enroll non-immigrant international students who are granted F-1 student visas. International students may apply for admission as first-year, transfer students or graduate students. Students on F-1 visa are only permitted to take one online class per semester. Therefore, graduate students on F-1 visa are not eligible for Midway's online degree programs.

Application deadline for fall is June 1 and for spring is November 1.

International applicants are required to submit the following materials:

- *Application*- Complete and submit the international student application online with the non-refundable application fee of $30 USD.
- *International Processing and Mailing Fee*- A non-refundable fee of $50 for the processing and mailing of the I-20 document to the prospective student.

- *Financial guarantee*- United States immigration regulations require that students demonstrate the ability to finance the first year of education before receiving the I-20 form and admissions/ scholarship letters. Bank statements are an acceptable form of documentation.
- *Academic Records*- Records must include courses taken, grades received, and degrees or certificates earned. An explanation of the coding or grading system used to evaluate the student's work should accompany the records. This process must be completed by course by course evaluation through World Education Services (WES), Josef Silny & Associates, Inc., Educational Credential Evaluators, or International Credential Evaluations (Incred).
- *Transfer students*- Transfer students must have official transcripts sent from each institution of higher education attended, in English, as described above in academic records section.
    - Transfer credit from a university outside the United States is awarded only when the transcript is accompanied by a professional course by course evaluation completed by one of the following approved agencies: World Education Services (WES), Josef Silny & Associates, Inc., Educational Credential Evaluators, or International Credential Evaluations (Incred).
    - If the transfer student is presently residing in the United States, a photocopy of the current I-20 must be enclosed.
- *TOEFL, IELTS, DUOLINGO, or PTE score (Pearson Test)*- results are required if applicant is a non-native English speaker.
    - Students who have achieved a grade of C or higher in a college level English course at a U.S. college or university may have the TOEFL/IELTS requirement waived.
    - TOEFL of 550 written, 213 (computer version), 79-80 (internet based), a score of 6.5 bands on the IELTS, a DUOLINGO score of 105, or a PTE score of 53 are generally required minimum scores for admission.
- *Additional documents*- Copy of the photo page of the student's passport and resume.
- Deposit- Graduate International Tuition deposit of $150 USD.
- Completion of any degree does not guarantee employment in the United States.

Admission Status

Conditional Acceptance

Applicants whose academic credentials do not meet recommended minimum requirements for admission in terms of standardized test scores and/or grade point averages (GPA) can be admitted conditionally. The following conditions will need to be met for the students to continue to matriculate:

- Achievement of at least a 2.00 GPA after the first term of enrollment;
- Successful completion of an academic success plan in conjunction with the Student Success Center and recommendation of the Director of Student Success;
- Good disciplinary standing.

Students who fail to satisfy any of these conditions will not be allowed to enroll for the subsequent term.

Full Acceptance

Full acceptance indicates that the student has been granted admission to Midway University and is eligible to enroll in classes.

In certain cases, enrollment conditions may apply if the student does not meet the recommended minimum requirements. In these cases, students receive conditional acceptance. Exceptions to admission criteria can be made with the approval of the Dean of Admissions or Vice President of Admissions & Athletics.

Provisional Acceptance

Provisional acceptance indicates that a student has not submitted all necessary documentation for admission but has been given permission to enroll in classes. Only an Admissions Office director, or Vice President can grant provisional acceptance and may require the student to provide unofficial proof of his or her academic history beforehand. The student is then given 30 additional days or until census day whichever is earlier to submit all required documentation to the Admissions Office. If the documentation is not received, Midway University has the right to remove the student from all classes.

Students Seeking a Second Bachelor Degree

Students holding a bachelor degree or higher from a regionally accredited institution are considered to have fulfilled all Midway University General Education requirements for the completion of a second bachelor degree at Midway. To earn the second degree, a student must satisfactorily complete all coursework in the academic program area including required support courses and/or prerequisite courses which are included as a part of a major. The candidate must also meet the University's residency requirement: 36 of the last 40 semester hours for a second baccalaureate degree must have been completed at Midway University. Admission standards are the same for baccalaureate holders as for any undergraduate transfer student, which includes a cumulative GPA of 2.0 or higher from their degree granting institution.

*[1] GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Last updated: 08/09/2022

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