



## KANSAS BOARD OF REGENTS

# Qualified Admissions Annual Survey Instructions

### Background

The Kansas Legislature passed the Qualified Admissions statute (K.S.A 76-717) in 1996. Qualified Admissions (QA) outlines undergraduate admissions requirements for students applying to state universities in Kansas.

K.S.A. 76-717 requires the Board of Regents to submit an annual report to the Legislature containing information on the number of applicants 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. A PDF of the survey may be found at <http://data.kansasregents.org> and selecting “Qualified Admissions” from the “Data Collections” drop down in the blue header of the page.

### I. Technical Instructions

- a. **Account and Project Access** – QA data are collected via a web-based reporting system. 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.
  - i. If you do not have a KSPSD account, you will need to create one.
    1. Go to <https://submission.kansasregents.org/login.jsp>
    2. Click the link “Apply for a New Account.”
    3. Follow prompts. At the drop-down box for “Choose Project,” select “Qualified Admissions Annual Report.”
    4. Select your institution and access level, and click “Apply.” Your request will be sent to DRP staff, and your account and access will be created as appropriate.
  - ii. 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.
    1. Login to the website.
    2. Click the red “Change Profile” link in the yellow bar at the top.
    3. On the right side of the resulting screen, click to “Update Account Information.”
    4. Click the button at the bottom of this screen, “Request Change to Access”.
    5. For the project “QA,” click “Request to Change.”

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6. Select your institution and the appropriate access level. One user at each institution will need “Lock” access.
  7. Click the button “Request to Add or Change Access.” Your request will be sent to DRP 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,
- i. Login to <https://submission.kansasregents.org/login.jsp>
  - ii. Navigate to the header of the webpage (in the blue menu bar), and perform a “mouse-over” on the “Data Collections” item. Select the Qualified Admissions option.
  - iii. You may be asked to confirm your profile information. Make sure the institution, period, and year are correct. Click “Update.”
  - iv. The webpage for QA reporting will open. Navigate to the “Data Submission” tab.
  - v. Data input is split into two parts. Enter data directly to the web form for Parts 1a and 1b.
    - 1a. Click on the “Input Form” to start entering data.
      1. Enter data to the white boxes. The yellow boxes are calculated fields. They will automatically update as you enter data. The black boxes do not allow for data entry.
      2. Data will not be saved until you hit the enter button on the keyboard or click the “Save” button on the web form.
      3. You may exit and re-enter as often as necessary.
    - 1b. Locking the Submission
      1. After Part 1a and Part 1b are completed and reviewed, the lock process must be completed by the institutional user who has lock access.
      2. On the Data Submission tab, click the “Lock reports” link. This informs the KBOR DRP 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 are for the academic year 2017, which includes Summer 2016, Fall 2016 and Spring 2017. Data input is in two parts: Part 1a) Freshman Applicants (those with less than 24 transfer credit hours) and Part 1b) Transfer Applicants (those with 24 or more transfer credit hours).
- b. Include admissions information for students seeking admission to associate degree programs. Exclude all non-degree seeking students, including those high school students who are concurrently enrolled.

## **Part 1a: Freshman Applicants**

### **Resident Freshman Applicants**

- I. **Residents Denied:** Include Kansas residents with fewer than 24 transfer credit hours who fell into one of the following categories below.

Residents denied using criteria effective in Summer 2015:

- i. Applicants with accredited or unaccredited high school diplomas who were under the age of 21 and denied admission because they did not complete a precollege curriculum.
  - ii. Applicants with accredited or unaccredited high school diplomas who were under the age of 21 and denied admission because they completed a precollege curriculum with less than a minimum GPA of 2.0 on a 4.0 scale.
  - iii. Applicants under the age of 21 with accredited high school diplomas, unaccredited high school diplomas, or with General Education Development / High School Equivalency Test (GED/HiSET) prescribed scores who were denied admission because they did not achieve a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours.
  - iv. Applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, had an accredited high school diploma, and obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, but were denied admission because they did not meet the test score or class rank criterion.
  - v. Applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, had an unaccredited high school diploma, and obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, but were denied admission because they did not meet the test score criterion.
  - vi. Applicants, regardless of age, who were evaluated for admission on the GED or HiSET, but were denied admission because they did not achieve the prescribed minimum scores.
  - vii. Applicants who were at least 21 years of age and were denied admission because they did not have an accredited high school diploma.
  - viii. Applicants who were at least 21 years of age and were denied admission because they did not have an unaccredited high school diploma.
- b. Residents denied using pre-2015 criteria:
- i. Applicants under the age of 21 who:
    1. had an accredited high school diploma and were denied admission because they did not meet the test score, class rank or curriculum criterion;
    2. or had an unaccredited high school diploma and were denied admission because they did not meet the test score criterion.

- ii. Applicants evaluated for admission on the GED criterion, regardless of age, but were denied admission because they did not achieve the prescribed minimum scores.
  - iii. Applicants who were at least 21 years of age and were denied admission because they did not have an accredited high school diploma.
  - iv. Applicants who were at least 21 years of age and were denied admission because they did not have an unaccredited high school diploma.
- II. Residents Admitted: Include Kansas residents with fewer than 24 transfer credit hours who fell into one of the following categories.
- a. Residents admitted using criteria effective in Summer 2015:
    - i. Test Score:
      - 1. Applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, and:
        - a. had an unaccredited high school diploma and were admitted on the test score criterion; or
        - b. had an accredited high school diploma and were admitted on the test score criterion.
      - 2. Applicants under the age of 21 who had the prescribed minimum scores on the GED or HiSET, obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours and were admitted on the test score criterion.
    - ii. Class Rank: Applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, had an accredited high school diploma and were admitted on the class rank criterion.
    - iii. GED: Applicants who were at least 21 years of age and were admitted because they had qualifying GED or HiSET scores.
    - iv. 21+ Accredited Diploma: Applicants who were at least 21 years of age and were admitted because they had an accredited high school diploma.
    - v. 21+ Unaccredited Diploma: Applicants who were at least 21 years of age and were admitted because they had an unaccredited high school diploma.
  - b. Residents admitted using pre-2015 criteria:
    - i. Applicants under the age of 21 who:
      - 1. had an unaccredited high school diploma and were admitted on the test score criterion; or
      - 2. had an accredited high school diploma and were admitted on the test score, class rank or curriculum criterion.
      - 3. Indicate which criterion (test score, class rank, curriculum) was used to admit the applicant.

- ii. Applicants, regardless of age, who were admitted because they achieved the prescribed minimum GED scores.
  - iii. Applicants who were at least 21 years of age and were admitted because they had an accredited high school diploma.
  - iv. Applicants who were at least 21 years of age and were admitted because they had an unaccredited high school diploma.
- c. Resident Exceptions: Applicants who did not meet the criteria outlined above (section IIa and IIb), but were admitted as exceptions.
- III. 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, curriculum, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma or the exception criterion.
- IV. Headcounts for sections I-III broken down by gender identity: male, female, or unknown/other.
- V. Percent of resident exceptions admitted is calculated as follows:
- Numerator: Total Resident Exceptions Admitted  
Denominator: All admitted freshman residents (test score, class rank, curriculum, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma, exception) and all admitted freshman nonresidents (test score, class rank, curriculum, GED, 21+ accredited high school diploma, exception)

### **Nonresident Freshman Applicants<sup>1</sup>**

- I. Nonresidents Denied: Include nonresidents with fewer than 24 transfer credit hours who fell into one of the following categories below.
- a. Nonresidents denied using criteria effective in Summer 2015:
    - i. Applicants with accredited or unaccredited high school diplomas who were under the age of 21 and denied admission because they did not complete a precollege curriculum.
    - ii. Applicants with accredited or unaccredited high school diplomas who were under the age of 21 and denied admission because they completed a precollege curriculum with less than a minimum GPA of 2.5 on a 4.0 scale.
    - iii. Applicants under the age of 21 with accredited high school diplomas, unaccredited high school diplomas, or with GED/HiSET prescribed scores who were denied admission because they did not achieve a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours.
    - iv. Applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, had an accredited high school diploma, and obtained a

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<sup>1</sup> Exclude international students.

minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, but were denied admission because they did not meet the test score or class rank criterion.

- v. Applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, had an unaccredited high school diploma, and obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, but were denied admission because they did not meet the test score criterion.
  - vi. Applicants, regardless of age, who were evaluated for admission on the GED or HiSET, but were denied admission because they did not achieve the prescribed minimum scores.
  - vii. Applicants who were at least 21 years of age and were denied admission because they did not have an accredited high school diploma.
- b. Nonresidents denied using pre-2015 criteria:
- i. Applicants under the age of 21 who:
    - 1. had an accredited high school diploma and were denied admission because they did not meet the test score, class rank or curriculum criterion;
    - 2. had an unaccredited high school diploma and were denied admission because they did not meet the test score criterion;
    - 3. or had a GED, but did not achieve the prescribed minimum scores and/or did not meet the test score criterion.
  - ii. Applicants who were at least 21 years of age and denied admission because they:
    - 1. did not have an accredited high school diploma;
    - 2. or had a GED, but did not achieve the prescribed minimum scores.
- II. Nonresidents Admitted: Include nonresidents with fewer than 24 transfer credit hours who fell into one of the following categories.
- c. Nonresidents admitted using criteria effective in Summer 2015:
- i. Test Score:
    - 1. applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, and:
      - a. had an unaccredited high school diploma and were admitted on the test score criterion; or
      - b. had an accredited high school diploma and were admitted on the test score criterion.
    - 2. applicants under the age of 21 who had the prescribed minimum scores on the GED or HiSET, obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours and were admitted on the test score criterion.

- ii. Class Rank: Applicants under the age of 21 who completed a precollege curriculum with the prescribed minimum GPA, obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, and were admitted on the class rank criterion.
  - iii. 21+ GED: Applicants who were at least 21 years of age and were admitted because they had qualifying GED or HiSET scores.
  - iv. 21+ Accredited Diploma: Applicants who were at least 21 years of age and were admitted because they had an accredited high school diploma.
- b. Nonresidents admitted using pre-2015 criteria:
- iii. Applicants under the age of 21 who:
    1. had an unaccredited high school diploma and were admitted on the test score criterion;
    2. had a GED with qualifying scores and were admitted on the test score criterion;
    3. or had an accredited high school diploma and were admitted on the test score, class rank or curriculum criterion.
    4. Indicate which criterion (test score, class rank, curriculum) was used to admit applicants.
  - iv. Applicants who were at least 21 years of age and were admitted because they had qualifying GED scores.
  - v. Applicants who were at least 21 years of age and were admitted because they had an accredited high school diploma.
- c. Exceptions: Applicants who did not meet the criteria outlined above (section II a-b), but were admitted as exceptions.
- III. 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, curriculum, 21+ GED, 21+ accredited high school diploma, or the exception criterion.
- IV. Headcounts for sections I-III are broken down by gender identity: male, female, or unknown/other.
- V. Percent of nonresident exceptions admitted is calculated as follows:
- Numerator: Total Nonresident Exceptions Admitted  
Denominator: All admitted nonresidents (test score, class rank, curriculum, 21+ GED, 21+ accredited high school diploma, exception)

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

**Resident Transfer Applicants**

- I. 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 GPA on all post-secondary coursework.
- II. Residents Admitted - GPA: Include Kansas residents with 24 or more transfer credit hours who were admitted because they had at least a 2.0 cumulative GPA on all post-secondary coursework.
- III. 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.
- IV. Residents Enrolled - GPA: 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.
- V. Residents Enrolled, Exceptions - Transfer: The number of Kansas residents with 24 or more transfer credit hours admitted as exceptions and enrolled as of the 20th day of classes.
- VI. Headcounts for sections I-V are broken down by gender identity: male, female, or unknown/other.
- VII. Resident Transfer Exceptions is calculated as follows:

Numerator: Total number of resident transfer exceptions admitted

Denominator: Total number of resident transfers admitted on GPA criterion + total number of resident transfers admitted as exceptions

**Nonresident Transfer Applicants<sup>1</sup>**

- I. 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 GPA on all post-secondary coursework.
- II. Nonresidents Admitted - GPA: Include nonresidents with 24 or more transfer credit hours who were admitted because they had at least a 2.0 cumulative GPA on all post-secondary coursework.
- III. Nonresident Exceptions - Transfer: Include nonresidents with 24 or more transfer credit hours who were admitted by exception because they did not have a cumulative GPA of 2.0 or higher on all post-secondary coursework.
- IV. Nonresidents Enrolled - GPA: 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.

- V. Nonresidents Enrolled, Exceptions - Transfer: The number of nonresidents with 24 or more transfer credit hours admitted as exceptions and enrolled as of the 20th day of classes.
- VI. Headcounts for sections I-V are broken down by gender identity: male, female, or unknown/other.
- VII. Nonresident Transfer Exceptions is calculated as follows:

Numerator: Total number of nonresident transfer exceptions admitted

Denominator: Total number of nonresident transfers admitted on GPA criterion + total number of nonresident transfers admitted as exceptions

### **Nonresident Transfer Applicants<sup>1</sup>**

- VIII. 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 GPA on all post-secondary coursework.
- IX. Nonresidents Admitted - GPA: Include nonresidents with 24 or more transfer credit hours who were admitted because they had at least a 2.0 cumulative GPA on all post-secondary coursework.
- X. Nonresident Exceptions - Transfer: Include nonresidents with 24 or more transfer credit hours who were admitted by exception because they did not have a cumulative GPA of 2.0 or higher on all post-secondary coursework.
- XI. Nonresidents Enrolled - GPA: 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.
- XII. Nonresidents Enrolled, Exceptions - Transfer: The number of nonresidents with 24 or more transfer credit hours admitted as exceptions and enrolled as of the 20th day of classes.
- XIII. Headcounts for sections I-V are broken down by gender identity: male, female, or unknown/other.
- XIV. Nonresident Transfer Exceptions is calculated as follows:

Numerator: Total number of nonresident transfer exceptions admitted

Denominator: Total number of nonresident transfers admitted on GPA criterion + total number of nonresident transfers admitted as exceptions