

# KAPLAN UNIVERSITY CREDITS STUDENT HANDBOOK ADDENDUM

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Addenda are published on a regular basis and reflect changes to policies and programs based on decisions made by the University during the previous term.

The Kaplan University Credits (KUC) Student Handbook is a supplement to the Kaplan University Catalog and Addenda.

The Handbook details the available KUC programs, which are designed to provide individual course offerings to prospective students.

In addition, the Handbook outlines the University policies that are applicable to KUC students and defines KUC program-specific policies.

KUC students must meet all general admissions policies as well as any additional admissions requirements as outlined in each KUC program overview.

KUC programs include Future Scholars–General Population, Future Scholars–High School (to be offered at a later date), and Kaplan College Preparatory School Dual Credit.

## Admissions Information

While enrolled at Kaplan University, KUC students will be held to all University policies as outlined in the Kaplan University Catalog and Addenda unless expressly stated otherwise in this Handbook.

### General Policies

Listed below are general requirements and procedures that Kaplan University has established for all students seeking admission to KUC programs.

1. All applicants to the University must complete an Enrollment Agreement and any other required documents and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age or under 19 years of age in the state of Nebraska.
2. All courses are conducted in English. Students must be able to speak, read, and write English fluently.
3. All applicants must complete financial arrangements prior to starting class.
4. Refer to each KUC program section in this Handbook for additional admissions requirements.

## Student Services

### Tutoring Services

KUC students have access to all tutoring services available to degree-seeking students. Occasionally, this could mean there is no tutoring available. KUC students will not be permitted to serve in the capacity of peer tutor.

### Career Services

KUC students are not eligible for career and alumni services.

### Student Interaction

KUC students are not permitted to participate in any University-sponsored clubs or organizations.

### Conduct

#### Future Scholars–High School Dual Enrollment

If a KUC student is suspended or expelled from high school, he or she will immediately be dismissed from the program and not permitted to return without reapplying. A KUC student who is suspended or expelled must wait 1 year from the date of the disciplinary action to reapply to the University.

# Academic Information

## Course Enrollment

KUC students may not enroll in more than one Kaplan University course per term. Courses within programs that have explicit entrance requirements not met by a KUC student may not be taken (e.g., nursing, medical assisting, etc.) Refer to the specific program page for a listing of courses available to KUC students.

KUC students will not be registered into dedicated sections, and interaction with the adult student population is to be expected in classrooms and elsewhere within the University platform.

All course prerequisite, sequencing, and other considerations apply to course registration for KUC courses. In situations where seat availability is limited, preference will be given to degree-seeking students. However, if a KUC student is already registered for a course he or she will not be required to cede his or her seat.

KUC students may not enroll in self-paced/flexible-exit, independent study, internship/externship, practicum, or lab courses unless the course itself is explicitly stated as part of the original agreement between Kaplan University and any sponsoring school system. These exceptions will require the approval of the Dean and/or the Vice President of the school offering the course.

## Academic Standards

KUC students will be assessed according to the Kaplan University undergraduate grading scale. A student who fails a course will be dismissed from the University and not permitted to return without reapplying. The student must wait 1 year from the date of dismissal before being permitted to reapply. Upon approved return to Kaplan University, the student may retake the failed course once.

Every term, KUC students may be required to submit documentation, including their GPA from their primary institute of learning for high school students, to prove they are maintaining KUC programs' academic standards.

## Leave of Absence

KUC students are not permitted to take a leave of absence, but rather are required to terminate their enrollment and reapply at a later date.

## Enrollment Verifications

If needed, verification of enrollment in coursework at Kaplan University can be provided, but it will be clear in this verification that the student is enrolled in Kaplan University coursework but is not enrolled in a Kaplan University degree-seeking program.

## Matriculation Into Kaplan University

High school students taking courses through a KUC program will be able to enroll full-time at Kaplan University upon completion of their high school credential.

Students who choose this option are encouraged to consult with the Prior Learning Assessment Center and the Kaplan University Admissions Department to ensure that any courses taken as a KUC student will be applied to the field of study chosen. Not all courses taken through the KUC programs will be applicable toward a Kaplan University degree.

High school students who wish to enroll in a degree-seeking program at Kaplan University may have as their first available start date the term following their high school graduation. Occasionally, however, circumstances, including the arrangement of financial aid, etc., will mandate that the student begin in a later term.

KUC students may transfer into a Kaplan University program up to 45 quarter credit hours taken as a KUC student. Those students nearing this mark should contact a Kaplan University Admissions Advisor to be counseled on the advantages of moving to full-time enrollment with Kaplan University. Students will not be permitted to attempt more than 45 credits at Kaplan University in KUC status.

## Transfer of Credits to Other Schools

Students who wish to continue their education at other schools must not assume that credits earned at the University will be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and number of credits they will accept toward any program. It is at the sole discretion of that receiving institution to accept credits earned at Kaplan University. This is standard transfer-of-credit procedure. The University cannot guarantee the transferability of any credits to other institutions.

# Financial Information

KUC students are not eligible for federal financial aid, nor for any Kaplan University-awarded monies.

Students wishing to enroll in courses in addition to the original contractual arrangement must complete a new Enrollment Agreement, will be invoiced before the beginning of a term, and must pay in full before they be allowed to start the term.

Students with a ledger card balance will not be permitted to register or attend the term for which a balance has accrued, nor any subsequent terms.

Students paying independently who withdraw from courses will be subject to the tuition refund schedule in place at the time of withdrawal.

# Future Scholars–General Population

## Admissions Requirements

KUC students wishing to enroll into the Future Scholars (KUFS)–General Population must meet all admissions requirements set forth for Kaplan University degree-seeking students, as outlined in the University Catalog or Addendum unless noted below.

Students applying to the KUFS–General Population program are not required to complete academic readiness assessments prior to starting courses.

This program will have a limited number of enrollments accepted. Contact an Admissions Advisor for details.

## Courses

See Appendix A for a listing of courses in which KUFS–General Population students may enroll.

# Kaplan College Preparatory School Dual Credit

## Admissions Requirements

KUC students wishing to enroll into the Kaplan College Preparatory School Dual Credit program must meet all admissions requirements set forth for Kaplan University degree-seeking students, as outlined in the University Catalog or Addendum unless noted below.

- Students wishing to enroll into the Kaplan College Preparatory School Dual Credit program must be juniors or seniors at Kaplan College Preparatory School, be referred by Kaplan College Preparatory School, and maintain a minimum 3.0 CGPA in their Kaplan College Preparatory School program.

Students applying to the Kaplan College Preparatory School Dual Credit program are not required to complete academic readiness assessments prior to starting courses.

## Courses

See Appendix B for a listing of courses in which Kaplan College Preparatory School Dual Credit students may enroll.

## Appendix A: KUFS–General Population Courses

### Arts and Health Sciences

CS 115: Academic Strategies  
CM 115: Communication in the 21st Century  
PS 115: Contemporary Issues in Psychology  
HS 101: Medical Law and Bioethics

### Business

CS 113: Academic Strategies for the Business Professional  
BU 100: Introduction to Business  
MT 103: Information and Office Management

### Criminal Justice

CJ 100: Eight Skills of the Effective Criminal Justice Student  
CJ 101: Introduction to Criminal Justice System  
CJ 246: Human Relations in a Diverse Society

### Information Systems and Technology

CS 114: Academic Strategies for the IT Professional  
IT 117: Introduction to Web Design  
IT 190: Computer Hardware and Operating Systems

### Legal Studies

PA 100: Eight Skills of the Effective Paralegal Student  
PA 101: The Paralegal Professional  
LS 102: Introduction to Law

## Appendix B: Kaplan College Preparatory School Dual Credit Courses

### Business

AC 114: Accounting I  
BU 204: Macroeconomics  
BU 224: Microeconomics

### Health Sciences

HS 120: Anatomy and Physiology I  
HS 130: Anatomy and Physiology II

### Humanities

HU 201: Voices of Western Culture—Art and ideas  
HU 245: Ethics  
HU 280: Bioethics

### Information Technology

IT 193: Foundations of Programming

### Mathematics

MM 207: Statistics

### Social Science

SS 230: Making History—The Founding Fathers  
SS 235: 20th Century African American Leadership  
SS 260: Gender and Society

