

Visiting Student Policy

02.11.2021

The WCIU Visiting Student Policy applies to the following:

- Students who wish to take a limited number of courses at WCIU without applying for admission as a degree-seeking student. This includes students who desire to explore whether WCIU programs are right for them.
- Students who are currently attending another university and wish to take a limited number of classes at WCIU for academic or personal development purposes.

Visiting Student Admissions Requirements and Process:

- To be a Visiting Student at WCIU the following requirements must be met:
 1. Complete the Visiting Student online application.
 2. Sign the Visiting Student enrollment agreement.
 3. Have a bachelor's degree earned from an institution of higher learning as evidenced by submitting a transcript (unofficial copy is acceptable). If the institution is an unaccredited institution, WCIU requires a portfolio from applicant that constitutes the following documents:
 - a. Current Resume.
 - b. Two letters from Supervisors/Employers (1 current and 1 previous) who are able to document work experience, work responsibilities, and work performance.
 4. Provide a copy of a government-issued photo identification.
 5. Meet the WCIU English requirements:

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

 - a. Duolingo English Test score of at least 110
 - b. TOEFL score of at least 90 (for the internet-based test)
 - c. TOEFL score of at least 550 (for the paper-based test)
 - d. IELTS score of at least 6.5
 - e. A transcript indicating completion of at least 30 semester credit hours with an average grade of "B" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the

International Handbook of Universities where the language of instruction was English.

Note: An interview may be required for admission.

- Upon approval, a Visiting Student may enroll in courses in accordance with the WCIU academic calendar. WCIU standard policies and procedures regarding tuition, refunds, and withdrawals apply to Visiting Students.
- A student permitted to enroll as a Visiting Student at WCIU is not considered to be enrolled in a degree program and is limited to a maximum of 9 total credit hours in this status.
- Courses completed as a Visiting Student do not lead to admission to WCIU degree programs. If a Visiting Student intends to apply for Full Admission Student Status, he/she must follow the standard application procedures and submit the required full admission application package. A key requirement to apply to an MA program is an undergraduate degree obtained from an accredited university. If a student is admitted to an MA program appropriate credits earned as Visiting Student will apply to the program.