



ADMISSIONS POLICIES AND CRITERIA

IST's Admissions Department is available to provide assistance and guidance to prospective students during the application process. This includes providing information regarding the undergraduate and graduate program degrees offered and application procedures. All applicants receive a holistic application review, and the final admission decision is based on the student's potential for attaining a degree at the Institute of Science and Technology. Applicants are evaluated based on a variety of factors, including previous academic achievement, test scores, essays, letters of recommendation, the rigor of academic history, leadership potential, and diversity of experience.

Academic performance is not the sole criterion of admission. IST recognizes that academic preparation may take several forms and that students contribute to campus in a variety of ways.

Non-Discrimination Policy:

The Institute of Science and Technology does not discriminate based on ethnicity, gender, national origin, sexual orientation, race, religion, disability, or age in its programs and activities. The IST President has been designated to handle inquiries regarding the non-discrimination policies:

IST President
11020 N Ambassador Drive, Kansas City, MO 64153
(816) 235-3500

Academic Calendar/Year-Round Enrollment/Start and End Dates:

Students are allowed to begin their self-paced studies at IST throughout the calendar year. The 15-week semester is based on rolling enrollment and the semester starts when the admitted student begins their program, which could be any day of the year after all registration requirements have been met.

How to Apply

All students are encouraged to apply for admission online using the online application at www.science.edu/ist/admissions.

Criteria for Admission of First-Time Freshmen

Unless otherwise indicated, all freshman applicants are required to submit the following documents to complete an application for admission. In some cases, additional information may be required before an admission decision can be rendered. All correspondence about undergraduate admissions should be addressed to the Admissions Office www.science.edu/ist/admissions.

All credentials submitted to the Admissions Office become the property of the Institute of Science and Technology and will not be returned.

Application for Admission

1. Official High School Transcripts- All Freshman applicants must have their high school submit official transcripts directly to the Admissions Office. Applicants from non-accredited high schools and homeschooled students are considered on a case-by-case basis. Applicants who are not U.S. citizens and have completed their schooling in countries other than the United States (excluding U.S. overseas schools) should see the section on the admission of international students.

2. Undergraduates are asked to provide ACT or SAT Scores and Graduate students a GRE score.

3. Personal Essay- Applicants are asked to write at least a 250-word essay. A student's essay will help the review committee better understand the applicant as a person through leadership potential, diversity of experience, the depth of participation in extracurricular activities, and overall interest in attending IST.

4. A Letter of Recommendation- A letter from a teacher, school counselor, or another person who can attest to the applicant's personal and professional character and potential to succeed academically at IST.

5. Completion of High School Classes- The Admissions Office encourages freshman applicants to complete the following secondary school units by high school graduation: a. four years of English, b. four years of math, including Algebra I & II and Geometry c. three years of natural science (two years lab-based), d. three years of social science, and e. two years of academic electives, including one year of foreign language.

Applicants who have not graduated from high school are considered for admission if they have successfully completed one of the following high school equivalency exams: GED, HiSET, or TASC. Scores for minimum admission consideration are listed below for each exam:

- GED (taken 2014 and after): 145 or above in each content area.
- HiSET: 8 on each subtest; 2 on the essay; 45 combined score.
- TASC: 500 on each subject area; 2 out of 8 on the Writing essay.

Undergraduate Programs:

IST may accept transfer credits up to a maximum of 50% of the required credits for a bachelor's or associate degree program. However, students must be enrolled for a minimum of two years. Grades of those courses must be C- or higher to be accepted. If any credits were earned more than 10 years ago, the credit will not be transferable.

Graduate Program:

Steps to Enrollment:

- Complete IST's online Graduate Application
- Provide a current government-issued photo ID.
- Master's Applicants: Provide evidence of a bachelor's degree from an accredited institution (e.g., transcript).
- Doctoral Applicants: Provide evidence of a bachelor's or master's degree from an accredited institution.
- Have a grade point average of 3.0 or better in the last 60 hours of undergraduate work or last two years as a full-time undergraduate or graduate student.
- If English is not the first language, provide evidence of proficiency in the English Language or documentation of attending and succeeding in an English language-taught school.

Official transcripts must be received from the granting institution(s) before a student is allowed to enroll in IST. Foreign transcripts, not in English, must be submitted together with certified English translations. For Foreign Transcript evaluation the student will be responsible for costs related to the evaluation procedures. Contact the Admissions Department. admissions@science.edu for further assistance.

Send all required documentation, including official transcripts, to:

Institute of Science and Technology
Admissions Office
11020 N Ambassador Drive, Kansas City, MO 64153
admissions@science.edu

Selection of Candidates:

Applicants are selected by an Institute of Science and Technology review committee. Selection is based upon current program enrollment caps, intellectual abilities of the student as demonstrated by their GPA, letters of recommendation, and/or on the opinion of the Committee concerning the student's ability to succeed – not only in the Program but also in the field after the degree is awarded.

Notification of Admission/Denial:

Applicants will be notified in writing as to acceptance or denial. Notification typically occurs in less than 30 days but may take longer in some instances (e.g. if additional information is needed from the applicant).

Criteria for Admission of Transfer Students and Students Seeking an Additional Bachelor's Degree

Transfer applicants must submit official transcripts from all prior colleges and universities. Transfer applicants must have a combined grade point average of at least 3.0 from all prior colleges or universities to be considered for admission. Transfer applicants must have completed at least the same level of high school coursework required of freshmen applicants. Test scores, recommendations, high school records, interviews, and other relevant information may be used in assessing the application for admission. Transfer applicants who have earned fewer than 24 semester credits are required to submit final high school transcripts. Grades earned at other institutions are not included in the calculation of grade-point averages.

Admission of International Students International students seeking admission must submit official high school and/or college transcripts in conjunction with their application. All documents in a language other than English must be accompanied by certified English translations. All official copies of academic transcripts and diplomas of secondary and post-secondary education must be submitted directly to Admissions by the institutions attended. These documents must be original copies with an official signature and bear the school's official seal, or a certified copy.

All academic credit documentation for work completed outside of the United States must submit transcripts to a certified credential evaluation service for a course-by-course evaluation. Applicants must be graduates of high school or secondary programs equivalent to similar programs in the United States. Applicants from countries where English is not a national language must have a minimum score of 550 on the paper version Test of English as a Foreign Language (TOEFL), an Internet-based Test (iBT) of 80, or a minimum score of 6.5 on the IELTS test.

For international students transferring to IST from another US College or University who have completed 24 semester credit hours or more and have completed a college-level English composition course with a 3.0 GPA or higher, a TOEFL or IELTS score is not required.

Students Seeking an Additional Undergraduate Degree

Students seeking an additional undergraduate degree must meet all residency and major and/or minor requirements. This includes a minimum of 30 credits in residence at IST. Students are considered to have satisfied freshman and sophomore-level General Education requirements by the work completed for their first undergraduate degree.

Concurrent High School Student Enrollment

Qualified high school students, 9th-12th grade, may take courses at IST through the Concurrent Enrollment program, earning both high school and institute credit. IST sets policies regarding the admissions process and criteria, limitation of credit, and courses available to Concurrent Enrolled students.

Readmission of Former Students

Students who leave IST and wish to return are required to apply for readmission. Upon readmission, a student will receive the same academic standing under which she/ he left. For example, a student who left in good standing will be readmitted in good standing; a student who left while on academic probation will be readmitted on academic probation. Students who have

attended other institutions during their absence from IST must also request that official transcripts be sent to IST by all colleges or universities attended. Courses that have a letter grade of “C-” or better may be considered for transfer credit. Grades earned at other institutions are not included in the calculation of grade-point averages.

Transfer Credit Policies and Procedures

College-level academic courses with grades of C- or better, completed at an institution accredited by a regional accrediting agency, are generally accepted. IST accepts up to 90 credits, combined total, from accredited institutions, AP, and IB.

- IST only applies grades earned through IST toward the calculation of GPA.
- IST will only grant upper-division credit if the transfer course is taken at an upper-division level, regardless of IST equivalency.
- No credit will be granted for remedial or vocational-technical courses.
- Total combined credit permitted under AP and other programs leading to credit by examination is limited to 20 semester credits.

Admissions Policies and Procedures

Students must receive approval in advance for transfer credit. Credits accepted in a transfer that are comparable to those offered at IST. Non-equivalent courses, or those excluded from acceptance toward any of IST’s program requirements, may be accepted as electives.

Foreign Institutions Credit will be considered for courses taken at foreign institutions that are formally recognized as an institution of higher education by a given country’s Ministry of Education. The same general parameters apply for course content and grades as they do for U.S. credit consideration. Study Abroad Credit earned from non-IST Study Abroad programs are treated as transfer credit.

Credit for Advanced Placement and IB

IST awards credit for Advanced Placement in all subject areas. A minimum score of 3 is required for credit to be granted for most AP tests (for some tests, a score of 4 is required). Scores must be submitted by the College Board directly to the Admissions Office. IST grants credit based on performance on individual IB exams for students who have completed the IB diploma program as long as all scores are 4 or greater. Students who have not completed the diploma program may be awarded credits for individual IB certificate courses as long as the scores are 4 or greater. For further information on how IB certificates will be awarded credit, contact the Office of the Registrar. Official IB scores must be sent to the Admissions Office from the International Baccalaureate Organization.

The maximum number accepted by IST toward a bachelor’s degree is 30-semester credits. IST will not grant credit for “life experience,” that is, credit for experience gained from “work-related” activities.

Resolution of Transfer Disputes

Students transferring from institutions may file an appeal of IST's evaluation of their transfer credits. The Office of the Registrar is responsible for the appeals process. The appeal must be filed in writing to the Office of the Registrar within 15 calendar days of notification of the evaluation. Failure to file in this timely manner means that the original evaluation will be binding. The Registrar will respond to any timely appeal in writing within 15 calendar days of the receipt of the appeal. If the initial appeal does not resolve the dispute, the student may appeal in writing to the student's previous institution(s) within 15 calendar days. The vice presidents of the two institutions (or their representatives) may then resolve the dispute.

Students Enrolled Under Exception to Admissions Criteria

An exceptions applicant is considered to be an applicant who will not meet the published admission eligibility standards, or who has applied and has received an official denial from the Institute. This applicant may submit a letter of appeal to the Admissions Exception Committee. A limited number of admissions exceptions are allocated each academic year. The Admissions Exception Committee is composed of two faculty members (appointed by the Vice President) from the applicant's proposed field of study and one representative appointed by the Admissions/Registrar department.

Any applicant who has been denied admission, or will be denied admission, to IST may request admission within fifteen days of denial, by submitting a letter of appeal requesting that the application be reviewed. The letter of appeal must include a statement of extenuating factors, including the potential hardship to be incurred if admission is denied as well as the reason the applicant's past record is not indicative of present capabilities. The applicant must explain the reason for failure to meet admission criteria and why the application warrants a new review, not a request to waive or substitute requirements.

Under Admissions/Registrar, the Admissions Exception Committee regularly reviews these letters along with the original application and supporting documents. The committee will review the request and recommend whether or not the applicant's petition warrants a granting of admission within two weeks of receiving the applicant's appeal. Key to the committee's decision is the applicant's ability to succeed in the IST environment given the explanation and documentation provided. The committee considers several factors, normally favoring applicants who are close to qualifying and whose appeals both adequately explain the failure to meet admission criteria and demonstrate the motivation to succeed.

Readmission Applicants

Students interrupting their educational programs by not enrolling in any subsequent semester must submit an application for readmission to the Admissions Office. When additional coursework has been completed at other institutions, official transcripts must be submitted. The Registrar's Office must approve readmissions.

Technology Requirements for All Students

To participate in IST courses, students will need a computer with Microsoft Office software and Internet access. The majority of the coursework will be completed online through a web browser. Although Android and iOS tablets may be used to access online course materials, we recommend that students have a computer that meets the following minimum requirements.

Minimum Hardware and Operating System:

- 1.8 GHz Intel Core 2 Duo or greater
- 2 GB RAM or more & 1 GB of free hard drive space or more
- If running Windows, Windows 10 or greater
- If running macOS, macOS 10.12 or greater
- Web camera, microphone, and speakers (your computer may already have this built-in)

Software:

- Latest version of Safari, Google Chrome, Edge, or Firefox
- MS Word 2010 or higher or a word processor that can create files with any of the following extensions: .docx (MS Word 2010 or higher), or a standard .rtf (rich text format)
- PDF Reader (current version)

Internet Connection:

- A reliable broadband Internet connection, either cable or DSL of at least 2.5Mbps download speed (constant) for adequate audio-video quality.
- As of January 2020, Internet Explorer is no longer supported for certain platforms.
- An email address that will accept all emails, including attachments, from the domain name science.edu.

Minimum Computer Skills Required

- Ability to download and install files from the Internet.
- Knowledge of navigating the Internet.
- Proficient in the use of search engines for research.
- Ability to send and receive an email with attachments to correspond.
- File management skills: copy files from a flash drive or the Internet to a specific directory on the hard drive.
- Word processing skills such as: how to create files, open files, save files, print files, export to PDF, and edit documents.

Note: Students are presumed to receive the messages sent to designated email addresses. It is the responsibility of the student to ensure that messages from IST are not blocked and that the mailbox is not too full to receive messages.

Enrollment Cancellation Policy

The Institute of Science and Technology reserves the right to cancel the enrollment of any student with or without cause. Conditions that would typically lead to cancellation include the following:

- The student wishes to withdraw from the Program.
- The student fails a class in the Program. (The student may re-take the class if once failed. However, if twice failed, the student may be automatically suspended from the Program. The suspension may be waived, however, if the student requests such in writing, at the discretion of the IST President)
- The student fails to attend classes or meet other responsibilities of the Program.
- The student is found to use, possess, or dispense illegal drugs.
- The student is involved in theft or other dishonest behavior.
- The student is involved in inappropriate moral behavior.
- The student is found to be in violation of the law.