

OPEN COLLEGE AT KAPLAN UNIVERSITY

Mission Statement

Open College at Kaplan University offers individualized, affordable education that integrates technology and personalized service to help learners meet their career, academic, and personal goals.

General Policies

While enrolled at Open College at Kaplan University, you will be held to all of the University's policies as outlined in the Kaplan University Catalog, unless expressly stated otherwise in this section.

Admissions Requirements

If you have completed prior collegiate-level coursework from an accredited institution, you must submit unofficial transcripts prior to enrollment. Prior to final approval of your Individualized Learning Plan, you must provide the University with an official copy of all unofficial transcripts presented to the University. The transcripts must indicate a cumulative GPA of 2.0 or above from all previous coursework. Refer to the First-Term Responsibilities (<https://catalog.kaplanuniversity.edu/policy-information/admissions/first-term-responsibilities>) section for additional information.

Progression Requirements

By the end of your first term of study, you must complete an Individualized Learning Plan (ILP). During the process of creating your ILP, you and your faculty advisor will mutually agree on the pace at which you will complete your degree.

While enrolled in any of the Open College degree or certificate programs, you will be required to complete four professional competency tutorials (PCTs). Each tutorial session lasts two months and is made up of four to six live video conferences with a faculty member and a small group of fellow students. Upon completion of a PCT, the faculty member assesses your mastery of the associated Kaplan University professional competency and assigns a grade of pass or fail. Attendance and participation in these sessions is mandatory. If you miss more than one-third of your tutorial sessions for any given PCT, you must repeat the PCT. You may take more than one PCT at a time with the approval of the Dean or the Dean's designee.

You will complete PR499 Bachelor's Capstone in Professional Studies as the final element of your coursework. This course will last 10 weeks.

While enrolled at the Open College at Kaplan University, you must earn 10 quarter-hour credits per calendar year through any combination of Kaplan University courses, course assessments, or credits transferred in from an approved provider. You will be academically dismissed should you not meet this requirement. If you are academically dismissed from Open College at Kaplan University, you may appeal directly to the Dean for readmission.

Prior Learning Assessment

You may use course assessments to complete any part of your degree with the exception of PR499 Bachelor's Capstone in Professional Studies.

General Guidelines

While enrolled in an Open College degree program, you may complete any program requirement, with the exception of PR499 Bachelor's Capstone in Professional Studies, with any combination of transfer credits, course assessments, open courses, professional competency tutorials, or courses completed at Kaplan University.

You may take a Kaplan University course assessment at any time during your enrollment. Open College degree students may attempt a course assessment a total of two times. If you are unable to achieve a passing score on the second attempt, you may only receive credit for the course via transfer credit from an accredited institution or by taking the course at Kaplan University. Exceptions to this policy may be made only at the discretion of the Dean of the program.

Attendance

While you are enrolled in Open College at Kaplan University, you are exempt from Kaplan University's attendance policy unless enrolled in a for-credit course offered through Kaplan University or PR499 Bachelor's Capstone in Professional Studies.

Academic Grades and Marks

Course assessments are graded on a pass/fail basis and appear as "AC" on your transcript. Transfer credit appears as "TC" on your transcript. Experiential credit appears as "EC" on your transcript. These academic marks do not contribute to a grade point average (GPA). Therefore, as you progress through your academic program, you may not have a GPA. Only courses taught through Kaplan University will appear with letter grades and will contribute toward a GPA.

Leave of Absence

While enrolled at Open College at Kaplan University, you will remain an active student so long as you pay the portfolio access fee each month. If you are unable to pay the portfolio access fee for a future month, you must petition for a leave of absence while you are an active student. If your petition is approved, you will be able to return to Open College at any time by paying a portfolio activation fee.

Financial Information

You are not eligible to use federal financial aid to pay for Open College at Kaplan University degrees or programs.

Refund Policy

Refer to your Enrollment Agreement for details of the Open College at Kaplan University Refund Policy.

Student Information and Services

As a student enrolled at Open College, you have access to the following resources:

- Kaplan University Online Library
- Career Services
- Kaplan University's Academic Support Centers

Programs

Bachelor of Science in Professional Studies

The Bachelor of Science in Professional Studies degree is designed with self-motivated students in mind and offers you the opportunity to create a customized degree plan to meet your own individual professional goals.

View Program Details (<https://catalog.kaplanuniversity.edu/open-college/professional-studies-bs>)