

College Operating Procedures (COP)



Procedure Title: Student Admission Policies and Procedures
Procedure Number: 06-0101
Originating Department: Student Affairs

Specific Authority:

Board Policy 6Hx6:6.05
Florida Statute 1001.64; 1001.65; 1007.263
Florida Administrative Code

Procedure Actions: Adopted: 07/27/2000; 08/10/2010, 02/19/2016; 02/17/2020

Purpose Statement: This policy and procedure formalizes the College's open admission policy.

Guidelines:

Florida SouthWestern State College (FSW) affirms its policy of open admissions. All applicants for admissions are considered solely on the basis of their academic qualifications, without regard to race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. Florida SouthWestern State College reserves the right to deny admission to any applicant whose behavior is not in keeping with the best interests of FSW.

Procedures:

Florida SouthWestern State College assesses a non-refundable, non-transferable admissions application fee for all new students who are intending to pursue a bachelor degree, associate degree, college credit certificate, or to take courses as a non-degree seeking student. Students applying for dual enrollment are not charged an application fee nor are students who have been enrolled at FSW before and are applying for readmission to the college. The admissions application is not processed until the admissions application fee is received.

The Admissions Office is responsible for administering Florida SouthWestern State College's admissions policies and for providing information to students regarding the admissions process, including admissions and residency requirements. After the admissions application has been processed and the student has been accepted to the College, the Office of Admissions will notify the applicant of his/her acceptance to Florida SouthWestern State College. The notification which may be provided via email or postal mail refers the applicant to the appropriate department(s) for his/her next steps which may include testing, advisement, orientation and registration.

Please refer to the most recent College Catalog for admissions and readmissions requirements and important application deadlines.

1. Admissions Denial

In accordance with Section 1001.64(8) (a), Florida Statutes, the College may consider past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct, if it is determined to be in the best interest of the College.

An applicant who answers yes to any of the following questions on the admissions application must submit a full statement of relevant facts, the Criminal/Disciplinary Disclosure form, and official court and/or educational institution documents explaining the final disposition of the proceedings. Failure to provide this information will delay an admissions decision.

- a. Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades.
- b. Have you ever been charged with for behavior involving harm to others (such as lewd or lascivious acts, rape, sexual battery, or unlawful sex with minors)?

Note: A person whose records have been sealed, expunged or absolutely pardoned pursuant to applicable law, is not required to answer yes to these questions.

The Admission Disciplinary Committee will review all documents provided and inform the individual of the admission determination in writing.

The College has determined that the presence on campus of the following persons could be disruptive of the orderly process of the College's programs and would interfere with the rights and privileges of other students:

- a. Individuals who are officially designated as Sexual Offenders or Sexual Predators.
- b. Individuals who have been convicted of an offense which involved harm or attempted harm to another as described in Fla. Stat. §1012.315.

Such persons shall be denied admission or enrollment unless the circumstances giving rise to the conviction or events occurring since the conviction clearly demonstrate that the individual will not re-offend. The burden of demonstrating such exceptional circumstances shall be on the individual seeking admission or enrollment.

A person who is denied admission may appeal to the Vice Provost of Student Affairs if the person can document that the circumstances giving rise to the conviction or events occurring since the conviction clearly demonstrate that the individual will not re-offend. The individual will receive a final admission determination in writing. The decision made by the Vice Provost of Student Affairs will be the final decision of Florida SouthWestern State College.

For more information on admissions denial, please refer to Board of Trustees Policy [6Hx6:6.05](#).