

## College Operating Procedures (COP)



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

Specific Authority:

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

Procedure Actions: Adopted: 07/27/00; 08/10/10, 02/19/16

Purpose Statement: This policy and procedure formalizes the College's open admission policy and to highlight those programs for which we maintain a policy of limited access. The included procedures highlight program admissions requirements, international admission requirements.

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### 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, age, color, religion, national origin, ethnicity, disability, 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 admissions application fee for all new students. 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, the Admissions Office notifies each applicant of and provides the applicant with testing, advisement, orientation, and registration information. For important dates, please see the Official College Calendar.

#### 1. College Associate Degree and Certificate Admissions Requirements

To be admitted as an associate degree or certificate seeking student, an applicant must meet the following requirements:

- a. Have earned a standard diploma from a high school accredited by the Florida Department of Education, or a standard diploma from a regionally accredited high school. Applicants who did not graduate from high school in the United States must have the equivalent of a U.S. high school diploma and must meet language standards established through College policy and/or procedure; high school transcripts from any non-U.S. institution must be first

evaluated by a National Association of Credential Evaluation Services (NACES) accredited evaluation company; or

- b. Have earned a high school equivalency diploma based on performance on the General Equivalency Diploma (GED) test through any state department of education; or
- c. Have completed a home education program meeting the requirements of Florida Statutes (F.S.). 1002.41; or
- d. Have earned a standard certificate of completion from a Florida public high school due to Florida Comprehensive Assessment Test (FCAT) performance (must have completed high school after May 2003); or
- e. Have been approved by Florida SouthWestern State for entry into the Accelerated Programs for High School Students.

NOTE: Florida law (F.S. 1003.43) provides that students graduating from a Florida public high school after August 1, 1987 and applying for admission to an Associate in Arts degree program must meet specific general requirements for high school graduation. Graduates from private high schools and out-of-state public schools must have completed a curriculum that includes four years of English and three years each of mathematics, science, and social studies. However, in lieu of the English requirement, foreign students may use four years of instruction in their native language or language of instruction in the secondary school attended.

A high school transcript bearing the high school graduation date or GED test scores is required before a student is admitted to the college. For more information on admissions policies and high school graduation requirements, please see the College Catalog.

## **2. Limited Access Associate Degree Admissions Requirements**

Admission to Florida SouthWestern State College does not automatically qualify an applicant for acceptance to the limited access associate degree programs. For information regarding limited access associate degree admissions requirements, please refer to Programs of Study in the College Catalog and to the Programs of Study webpage.

## **3. Admission to Baccalaureate Programs**

Florida SouthWestern State College provides students with the opportunity to pursue baccalaureate degrees.

Although many of the baccalaureate programs maintain specific sets of admission requirements, some requirements are common to all programs. These include:

- a. To be considered for baccalaureate programs, students must submit an admissions application (including an application fee) to the Admissions Office.
- b. Applicants must submit official high school or GED transcripts.
- c. Applicants must submit official transcripts from all post-secondary institutions attended to the Registrar's Office. Post-secondary transcripts from a non-U.S. institution must first be evaluated by a NACES accredited evaluation company.

For information regarding additional baccalaureate degree admissions requirements, please refer to Programs of Study in the College Catalog and to the Programs of Study webpage.

#### **4. International Student (F1 Visa) Admissions Requirements**

FSW is authorized under the United States Federal Law, Immigration and Nationality Act under section 101(a) (15) (F) (i) to enroll non-immigrant alien students. Applicants with, or seeking, an international student visa (F-1) must meet the admissions requirements outlined in the College Catalog by the published priority deadlines. FSW issues an I-20 form after all admissions requirements are met. Applicants may be issued the F-1 visa when they present the I-20 form to the appropriate personnel in a U.S. Embassy. Current admissions requirements may also be found on the International Student Services webpage.

#### **5. Requirements for Readmission**

Students who have not attended Florida SouthWestern State College within the past three academic terms must submit an admissions application (the admissions application fee is not required for former students) and such other information as may be required by the Admissions Office; this documentation includes proof of residency documents for in-state tuition classification. For more information regarding requirements for readmission, please refer to Admission to FSW in the College Catalog and to the Admissions webpage.

#### **6. 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 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 a felony (even if adjudication was withheld) which resulted in, or if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license?

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

The Admission Decision Committee will review all documents and inform the individual of the admission determination in writing via email. A person who is denied admission may appeal to the Vice President of Student Affairs and Enrollment Management 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 reoffend. The individual will receive a final admission determination in writing via email. The decision made by the Vice President of Student Affairs and Enrollment Management 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.