

Policy Manual



Title: Admissions	Number: 6Hx2-5.01
Legal Authority: Fla. Statutes 1001.64, 1007.263, 1007.27, 1007.271	Page: 1 of 4

GENERAL STATEMENT

Admission to the College

Admission to Broward College (the “College”) is based on the *Florida Statutes*, *Florida State Board of Education Administrative Rules*, and BC Policy. A student’s admission to the College will be made without regard to race, color, age, national origin, religion, gender, marital status, disability, sexual orientation, or membership in any other legally cognizable protected class. The College will make reasonable efforts to accommodate students with physical and learning disabilities in accordance with BC Policy 6Hx2-5.09. Some specific information, records, and forms shall be required of all applicants along with a non-refundable application fee. Admission to the College is generally guaranteed to high school graduates with a standard high school diploma from an accredited institution, GED recipients, and students who have completed the requirements for home school education. Students without a standard high school diploma may be admitted to specific vocational programs.

Admission may be denied to any applicant whose past conduct has been found to be disruptive and may be reasonably believed to interfere with the orderly conduct of academic programs or pose a threat to the safety and welfare of other students in accordance with BC Policy 6Hx2-5.27.

THE POLICY AND THE STUDENT

All applicants will be required to complete the appropriate application form and pay a non-refundable application fee and provide transcripts and other documents necessary to the educational program for which they are applying. Applicants and students refusing to provide requested information or providing falsified information may be refused admission or may be administratively dismissed and/or have their registration canceled.

All entering students who desire to earn credits towards a degree or certificate will be required to participate in the College admissions, advising, and orientation processes which include tests to measure achievement of college-level communications and computational competencies. Students who do not desire to earn credits toward a degree or certificate at the College may be admitted for enrollment in a limited number of courses for up to a maximum of 12 credit hours prior to being tested.

Specific admission standards and application procedures will be published in the College Catalog. Information may be available through the offices of admissions, registrar, academic advisement, and counseling. The College reserves the right to deny admission to applicants who fail to meet published standards and to change admission policies, procedures, and fees without advance notice.

Veterans. Admissions preference will be given to qualified military veterans who apply for admission to the College, including, but not limited to limited access programs.

History: Revised as *Admissions Policy* on December 20, 1977; revised on June 19, 1979; revised on March 19, 1984; revised on December 16, 1986; revised on October 20, 1992; revised and combined with Policy 5.09 (*Entering Students from Correctional Institutions*) on July 23, 1997; revised on July 15, 1998, revised August 25, 2004, revised August 26, 2008.

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Transient Students. Students enrolled at other postsecondary institutions may be granted transient status for one term at a time for the purpose of earning academic credits to transfer back to the college or university where they are seeking a degree. Transient students are not required to undergo placement testing or to submit transcripts. Transient students bear the sole responsibility for course selection and the transferability of credit to their original institutions.

Advanced Technical Certificate Programs. Applicants must present an Associate of Science Degree related to the Advanced Technical Certificate Program for which they are applying.

Postsecondary Adult Vocational (PSAV Certificate Programs). Admissions will be based on an analysis of the student's previous educational experience and a determination that the student can benefit from enrollment at the College.

Accelerated Programs. In accordance with Florida Statute Chapter 1007.271, Superior high school students with (1) an overall equivalent grade point average of at least 3.0 (unweighted on a 4.0 scale), (2) the written recommendation of their high school principal and guidance director, and (3) the written permission of their parents may be admitted to the College under one of two programs:

Dual enrollment -- for high school students who have completed at least 11 high school credits

Early admissions -- for high school seniors to attend the College on a full time basis during their senior year of high school

Admission to Continuing Education/Economic Development Courses

Students enrolling in continuing education and economic development courses must satisfy the admissions requirements specified by the continuing education and economic development departments. Special forms, fees, and enrollment procedures may apply, and course availability may be restricted.


Admission of International Students

International applicants must complete an International Student Application and pay a non-refundable application fee paid in U.S. dollars.

International applicants must have the equivalent of a United States high school diploma or college preparatory program. The international applicant must provide a complete academic record accompanied by an English language translation certified by a United States Consul or other competent authority. A commercial evaluation of the translated postsecondary transcripts identifying upper and lower division coursework from institutions outside of the United States is also required and the international applicant is responsible for paying the fee for this service. Official transcripts shall be provided for all coursework taken at other institutions in the United States. The College reserves the right to make all final determinations for which credits and/or courses will be accepted as a part of the student's academic transcripts. Appropriate

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visas are required of International student applicants in accordance with the United States Immigration Service Regulations.

International applicants must also provide a statement of financial support to demonstrate that they have sufficient funds to pay for tuition, fees, books, living costs, transportation, and incidental expenses while attending the College. Proof of the availability of funds equal to the total student budget estimated by Student Financial Services for one full year must be provided in the form of a letter from a bank or a statement of financial responsibility from a resident of Florida.

International applicants transferring to the College from another United States post-secondary institution must submit a copy of their completed I-20 immigration form, signed by the appropriate official of the institution where they originally enrolled.

All international students are required to maintain health insurance coverage in order to assist in reducing their medical costs as a result of a catastrophic medical emergency.

Admission of Non-High School Graduates

Applicants who received a certificate of attendance instead of a diploma and applicants who have not received a General Equivalency Diploma (GED) may *not* be admitted to college credit programs and may *not* enroll in Advanced and Professional courses or associated college preparatory courses. They may enroll in a limited selection of postsecondary adult vocational courses or continuing education courses while they seek completion of the high school diploma or GED.

Admission of Transfer Students

Applicants who have previously enrolled at another college or university will be admitted to the College based on their educational records. Official academic transcripts will be required as a condition of admission. Credits from accredited colleges and universities shall be evaluated and awarded in accordance with customary practices published by the American Association of College Registrars and Admissions Officers and criteria established by the Southern Association of Colleges and Schools. Appropriate credits will be applied to the award of degrees at the College, except that all graduation requirements for the degree and minimum residency requirements shall be satisfied.

Students Entering from Correctional Institutions

Prospective students, continuing students, and returning students (applicants) who have been adjudicated guilty of a felony and/or incarcerated in any correctional institution at any time will be screened for admission, readmission, or continuing enrollment by the chief student affairs officer on the campus or center or his/her designee. Students may appeal the decision to the Vice President for Student Affairs and Enrollment Management or his/her designee. The Vice President for Student Affairs and Enrollment Management will provide a written decision to the Associate Vice President for Student Affairs/College Registrar regarding the applicant's admission, including any specific requirements or conditions thereof.

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Failure to disclose a past criminal record may result in suspension-from the College.

Admission to Limited Access and Baccalaureate Programs

Admission to the College neither constitutes nor guarantees admission to a limited access or Baccalaureate program. Academic eligibility in these programs is contingent upon meeting the admission criteria and receipt of all required documents. Applicants may be required to undergo a criminal background check and a drug screening.

IMPLEMENTATION AND OVERSIGHT

The Associate Vice President for Student Affairs/College Registrar, under the direction of the Vice President for Student Affairs and Enrollment Management is responsible for the implementation and oversight of policy compliance.

Appeals. Appeals of admissions decisions will be heard as follows:

- Appeals for admission by transfer students on suspension or dismissal from another institution must submit an appeal for entry into Broward College to the Academic Standards Committee in accordance with BC Policy 6Hx2-5.26 – College Ombudsman.
- Appeals regarding residency classification matters should be submitted to the Associate Vice President for Student Affairs/College Registrar prior to the beginning of the term to which they are seeking enrollment. The Associate Vice President for Students Affairs/College Registrar will respond within 3 business days after receiving the appeal.

Students may appeal in writing to the Vice President for Student Affairs and Enrollment Management within 3 business days after an admission decision notification is received by the student. The Vice President for Student Affairs and Enrollment Management will render a decision within 3 business days after consultation with the student. The decision of the Vice President for Student Affairs and Enrollment Management shall be final.

VIOLATION OF POLICY

Applicants for admission may be denied admission to the college for violation of this policy. Current or re-entry students found in violation of this policy are subject to discipline through the College Student Code of Conduct. In addition to other penalties which may be imposed, the Associate Vice President for Student Affairs/College Registrar is authorized to deny college credit for work completed by students who falsify statements in their admissions application or supporting materials.

[Link to Procedure A6Hx2-5.01](#)

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