

Policy Manual



Title: Admissions	Number: 6Hx2-5.01
Legal Authority: Fla. Statutes 1001.64, 1007.263, 1007.27, 1007.271, 1002.41, Higher Education Act (HEA) 1965 and reauthorization of HEA 2008, Americans with Disabilities Act (ADA) 1990 amended 2008.	Page: 1 of 7

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 the Americans with Disabilities Act (ADA) and 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 open to applicants who hold a standard high school diploma from an institution recognized by the U.S. Department of Education, a General Equivalency Diploma (GED) as defined in Florida Statutes 1003.435, to applicants with an acceptable Certificate of Completion, and to applicants who have completed the requirements for home school education, pursuant to the requirements of Florida Statutes 1002.41

Florida Statute 1001.64 authorizes the College to consider the past actions of any person applying for admissions or enrollment and may deny admission or enrollment to an applicant because of prior misconduct, if it is determined to be in the best interest of the health and safety of students and employees of the College. Registration will be blocked 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. After the 12 credit hours of enrollment, students’ continued registration will be blocked. Students who seek continued enrollment at the College are expected to follow the admission requirements outlined in this policy.

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

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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.

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.

Public Schools: 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 to take college credit classes that meet the requirements for high school and college graduation.

Home Education: A home education dual enrollment student must be registered with the School Board of Broward County. Regarding eligibility requirements, the home education dual enrollment student is only required to meet the same placement scores as a Broward County Public School student. Home education dual enrollment students may participate in the dual enrollment program for two consecutive years of academic instruction or until the end of the term in which the student reaches the age of 19. After the two consecutive years are completed or the student turns 19 (whichever occurs first), the home education student may not be admitted as a dual enrollment student unless otherwise provided by law.

Private Schools (includes Charter Schools): Private high school students attending secondary institutions in compliance with Florida Statutes 1002.42 and 1003.43 must meet the same eligibility requirements as those of the public high school students with regard to GPA, level of completed education, and appropriate placement scores. Private schools wishing to offer dual enrollment programs on their campuses should refer to the Accelerated Mechanisms Handbook for procedures regarding certifying faculty to teach approved dual enrollment courses.

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Admission to Continuing Education/Economic Development Courses (Noncredit 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 through the highest level of education completed. The records must be accompanied by an official English language translation certified by the school attended, the Ministry of Education in the native country, or by the United States Consulate. A commercial course-by-course evaluation by a certified member of the National Association of Credential Evaluation Services 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 the 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 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.

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Admission of Applicants with a Florida High School Certificate of Completion, or Applicants who have Graduated from a High School Not Recognized by the U.S. Department of Education

Applicants who received a Certificate of Completion instead of a standard high school diploma who have not received a General Equivalency Diploma (GED) are subject to the following rules:

- Applicants who hold a Florida Department of Education Certificate of Completion Code W08, W09, or W44 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. Such applicants may *not* be admitted to college credit programs and may *not* enroll in Advanced and Professional courses or associated college preparatory courses.
- Applicants with a Florida Department of Education Certificate of Completion Code W8A or W53 are eligible to take the college placement test and be admitted to preparatory or credit courses at the College. Per the Higher Education Act (HEA) of 1965 and the reauthorization of HEA in 2008, students may be eligible to receive Financial Aid by taking and passing an approved Ability to Benefit Test (ATB) or after successfully completing (6) six College credits. The (6) six credits can be college preparatory courses.
- Applicants who hold diplomas not recognized by the U.S. Department of Education may take the ability to benefit test or successfully complete six (6) credits. Applicants who have earned (6) or more credits of C or higher coursework through dual enrollment may seek admission to Broward based on their Broward College record.

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

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Admission to Limited Access and Baccalaureate Programs

Admission to the College neither constitutes nor guarantees admission to a limited access program, including but not limited to Health Sciences programs at the associate or bachelors levels or Baccalaureate programs. Specific admission guidelines are outlined in the College Catalog. 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 level two background check, medical examinations, and a drug or other screenings.

Students applying for the Bachelor of Science in Teacher Education who have more than 30 upper-division credits completed, or those who have senior status, will not be eligible for admission.

THE POLICY AND THE FACULTY AND STAFF

Florida Statutes 1007.263 grants college boards of trustees the authority to adopt rules governing admissions to the College. College administration, faculty or staff are permitted to make recommendations for changes to admissions policies through the Vice President for Student Affairs and Enrollment Management, who will work with appropriate College administrators, faculty, and staff to review recommendations and where appropriate to recommend changes to admissions standards that support the mission and purpose of the institution to the President and/or Board of Trustees who will make the final determinations. All College employees, including but not limited to Advisement and Registration staff, are not authorized to remove holds or otherwise change or alter student records in any manner if such removal or change violates College policy and the integrity of the record. All actions must be in compliance with this and other policies of the College.

IMPLEMENTATION AND OVERSIGHT

The President has the authority to establish procedures to implement this policy. 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 academic or disciplinary 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 and 6Hx2-5.28 – Academic Standards Committee.
- Any student who seeks reclassification as a Florida resident must complete and submit a Florida Residency Appeal form obtained online or through any BC Admissions Office. All Florida Residency Appeals will be reviewed by the College’s Residency Appeal Committee and a decision will be provided to the student in writing. At least three supporting documents must be submitted with the Appeal for reclassification prior to the first day of classes for the term in which reclassification is sought.

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- Appeals for admission by students with backgrounds that included prior misconduct, including but not limited to, felony convictions, sexual predator status, will be reviewed pursuant to College Policy and Procedure 6Hx2-5.27.

VIOLATION OF POLICY BY STUDENTS

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. The College may deny college credit for work completed by students who falsify statements in their admissions application or supporting materials.

VIOLATION OF POLICY FOR STAFF AND FACULTY

Staff and non-represented faculty who improperly obtain records and/or misuse their access to student admission records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination.

Full-time faculty who improperly obtain and/or misuse their access to student admission records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties, will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

DEFINITIONS

Ability to Benefit (ATB) – is required of students seeking federal financial aid who did not graduate from high school in the United States, students who received a certificate of completion that allows regular College admission, and for students who hold diplomas not recognized by the U.S. Department of Education. To this end, these students must demonstrate sufficient "ability to benefit" (ATB) from post-secondary education via their performance in an approved test in Reading Comprehension, Arithmetic and Sentence Skills.

Academic Standards Committee – A committee authorized to hear petitions for exceptions to College academic policies.

Americans with Disabilities Act (ADA) 1990 Amended 2009 - The Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

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Dual enrollment -- High school students who attend the College and have completed at least 11 high school credits by fall or 13.5 credits by the winter term.

Early admissions -- High school seniors who attend the College on a full time basis during their senior year of high school.

Limited Access Programs – Programs with specified admissions standards, including but not grade point average, degree requirements, program application procedures in addition to College admission procedures outlined in this policy and procedure, and limited seat availability.

Non Credit Courses – Courses offered through Continuing Education that are designed for personal enrichment, specific certifications for employment or workforce education, community education, and/or lifelong learning.

[Link to Procedure A6Hx2-5.01](#)

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