

Policy Manual



Title: Admissions	Number: 6Hx2-5.01
<i>Legal Authority: Fla. Stat. §§ 1001.64, 1002.41, 1003.435, 1007.263, 1007.27, 1007.271, 1008.30, 1009.23; Higher Education Act (HEA) 1965 and reauthorization of HEA 2008; Americans with Disabilities Act 1990 (as amended in 2008); Rehabilitation Act of 1973; Family Educational Rights and Privacy Act; Title VII Civil Rights Act of 1964(as amended in 1972); Title IX Civil Rights Act of 1964</i>	Page: 1 of 10

GENERAL STATEMENT

Admission to the College

Admission to Broward College (“College”) is based on *Florida Statutes, Florida State Board of Education Administrative Rules*, and College 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 in accordance with Federal Law. The College will provide reasonable accommodations to disabled students in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 as amended in 2008 (ADAAA) and College 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 that is accredited by a regional accreditation agency, hold a General Equivalency Diploma (“GED”) as defined in section 1003.435, Florida Statutes; who hold a high school equivalency diploma issued by another state which is recognized as equivalent by State Board of Education rule and is based on an assessment recognized by the United States Department of Education; who previously demonstrated competency in college credit postsecondary coursework by earning a minimum of 12 credits with a grade of C or higher in each course; who hold a Certificate of Completion as described in this Policy; who have completed the requirements for home school education, pursuant to the requirements of section 1002.41, Florida Statutes. Students who are enrolled in a dual enrollment or early admission program pursuant to section 1007.271, Florida Statutes, are exempt from this requirement.

Applicants are subject to placement testing in accordance with Broward College Policy and Procedure 6Hx2-5.14.

Section 1001.64, Florida Statutes, 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

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it is determined to be in the best interest of the health and safety of students and employees of the College. Applicants so identified shall be reviewed in accordance with College Policy 6Hx2-5.27.

THE POLICY AND THE STUDENT

All degree and non-degree seeking applicants will be required to complete the appropriate application form and pay a non-refundable application fee. Transient students must complete a transient student application and shall pay a transient fee for each course attempted. These course fees are in lieu of the College’s Application Fee.

High school and/or all postsecondary transcripts must be provided upon entry along with other documents necessary for admission to the educational program for which they are applying. . High schools that are not regionally accredited will be subject to additional review in accordance with Broward College Procedure A6Hx2-5.01.

All entering students who desire to earn credits towards a degree or certificate will be required to participate and complete all College admissions requirements, including, but not limited to orientation, advising, and registration processes. Students who do not desire to earn credits toward a degree may be admitted as a non-degree seeking student and may be required to provide transcripts in instances where there are college level course placement or prerequisite requirements.

Non-English academic records for all students must be accompanied by an official American Translators Association (ATA) certified English language translation. A course-by-course commercial evaluation identifying upper and lower division coursework is required for post-secondary transcripts from outside of the United States. Only commercial evaluation companies certified by the National Association of Credential Evaluation Services (NACES) will be accepted. The student is responsible for the cost of obtaining the commercial evaluation service. The College reserves the right to make all determinations relative to course equivalency and type of credit accepted in transfer.

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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.

Military Service members and Veterans. Admission preference will be given to qualified military service members, veterans, active duty and eligible reservists, who apply for admission to the College, with the exception of limited access programs that have additional admission criteria.

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. Students from other colleges or universities shall not enroll at Broward College as a transient student for a fourth attempt. Transient students bear the sole responsibility for course selection and the transferability of credit to their home institution.

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 a review of student’s educational experience to determine if unique admissions criteria are met for each program, as outlined in the College Catalog.

Accelerated Programs. Pursuant to the terms and conditions of the Broward College approved Dual Enrollment Articulation Agreement between Broward College and the School Board of Broward County in compliance with section 1007.235, Florida Statutes, the College will provide accelerated mechanisms for high school students to take courses toward an Associate in Arts or Associate in Science degree while enrolled in high school. High School seniors may enroll in classes full time during their last year of high school as an early admission student.

Public Schools and Florida Charter Schools: High school students should refer to the current Dual Enrollment Articulation Agreement for eligibility requirements and program guidelines.

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Home Education: A home education dual enrollment student must be registered with the School Board of Broward County. Home education dual enrollment students are required to meet the same placement score requirements as a Broward County Public School student and follow the same program guidelines outlined in the Dual Enrollment Articulation Agreement between the College and School Board of Broward County.

Private Schools: Private high school students attending secondary institutions in compliance with sections 1002.42 and 1003.43, Florida Statutes, 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.

Admission to Continuing Education (Noncredit Courses). Students enrolling in continuing education courses must satisfy the admissions requirements specified by the continuing education department. Specific forms, fees, and enrollment procedures may apply, and course availability may be restricted.

Admission of International Students (F1, M1 Visas or International Partnership Centers)
International applicants must complete an International Student Application and pay a non-refundable application fee paid in U.S. dollars. Appropriate visas are required of international student applicants in accordance with the U.S. Citizenship and Immigration Services (USCIS) regulations.

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. Educational records not in English also require an American Translators Association (ATA) certified English language translation .

A course-by-course commercial evaluation identifying upper and lower division coursework is required for post-secondary transcripts from outside of the United States. Only commercial evaluation companies certified by the National Association of Credential Evaluation Services (NACES) will be accepted if the international applicant

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wishes to apply credit to their program of study at the College. The student is responsible for the cost of obtaining the commercial evaluation 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 determinations relative to course equivalency and type of credit accepted in transfer.

International applicants must also provide a statement of financial support demonstrating 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 academic year, must be provided in the form of a bank letter.

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, and submit official College transcripts showing good academic standing before the College will accept the student in transfer.

All international students are required to maintain health insurance coverage for the duration of their studies, including annual vacation and between terms for the duration of their studies at Broward College in accordance with Policy 6Hx2-5.07.

Admission of Applicants with a Florida High School Certificate of Completion

Applicants who received a Certificate of Completion instead of a standard high school diploma or GED are subject to the following rules:

- Applicants who hold a Florida Department of Education (FLDOE) 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 developmental education courses.

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- Applicants with a FLDOE Certificate of Completion Code W8A or W53 are eligible to take the college placement test and be admitted to developmental education or credit courses depending on a determination of college readiness in math and English.

Admission of Transfer Students

Applicants who previously enrolled at another college or university are generally admitted to the College based on evaluation of their postsecondary educational records. Proof of high school completion is required if the student earned less than 24 college-level credits, or if the student did not submit their postsecondary transcript as a condition of admission. The College does not evaluate postsecondary records without a completed College application on file.

Credits from regionally 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 (AACRAO) and criteria established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College determines the credits accepted for transfer and, credits that will apply as course equivalency. Transfer students must complete at least 25 percent of their program requirements at Broward College before a degree can be awarded.

Transfer students who are dismissed from another College or university for academic reasons will be required to meet with an Academic Advisor prior to enrollment. Students dismissed from another college or university for disciplinary reasons will be required to meet with the Dean of Students on the campus where they plan to enroll.

Admission to Limited Access and Bachelor Degree Programs

Admission to the College does not guarantee admission into limited access Health Sciences or Bachelor degree programs. Specific admission criteria are outlined in the College Catalog. Academic eligibility in limited access programs is contingent upon meeting the admission criteria and receipt of all required documents. Admitted applicants will be required to undergo a level two background check, medical examinations, psychological, ten panel drug test, or other screenings within the discretion of the program. The College reserves the right to deny

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admission if it is determined to be in the best interest of the health and safety of students and employees of the College.

Students enrolling in bachelor degree programs must have earned an Associate degree, or completed 60 credits and provided a transcript from a postsecondary institution that shows at least a minimum of 15 credits over five areas of general education. 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 be ineligible for admission.

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

- Appeals for admission by transfer students on disciplinary suspension or dismissal from another institution must submit an appeal to the Dean of Students.
- Any student seeking reclassification as a Florida Resident for Tuition Purposes should refer to College Policy 6Hx2-5.15.
- Appeals for admission by students with prior misconduct will be reviewed pursuant to College Policy and Procedure 6Hx2-5.27.

THE POLICY AND THE FACULTY AND STAFF

Section 1007.263, Florida Statutes, grants the District Board of Trustees the authority to adopt rules that govern admissions to the College. College administration, faculty or staff are permitted to make recommendations for changes to admissions policies through the Vice Provost for Student Services, 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 District Board of Trustees who will make the final determinations. College employees 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.

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IMPLEMENTATION AND OVERSIGHT

The President has the authority to delegate the responsibility of establishing procedures to implement this policy. The Associate Vice Provost for Academic Affairs/College Registrar, under the direction of the Vice Provost for Student Services, is responsible for the implementation and oversight of policy compliance.

VIOLATION OF POLICY BY STUDENTS

Applicants for admission to the College are required to accurately complete all admission and applicable Florida Residency for Tuition Purposes forms. Applicants who provide false or misleading information will be denied admission to the College and applicants who provide false residency information will be billed by the College for tuition owed at the higher non-resident rate for all courses taken at the College where the incorrect residency status was assigned. Returning students will also have a financial hold placed on their transcript until all outstanding debts are paid to the College. Applicants who are dismissed from another institution for disciplinary reasons and enroll at the College prior to meeting with the Dean of Students will be subject to denial of admission. Additionally, violators are subject to additional discipline in accordance with the Student Code of Conduct (College Policy and Procedure 6Hx2-5.02) up to and including permanent expulsion from the College.

VIOLATION OF POLICY FOR STAFF AND FACULTY

In accordance with College Policy 6Hx2-5.03- Family Educational Rights and Privacy Act (FERPA), College Policy 6Hx2-5.09 – Students with Disabilities, and College Policy 6Hx2-3.34 – Discrimination, Harassment and Retaliation, staff and non-represented faculty shall not improperly access, obtain records information and/or misuse their access, change or alter student admission records without authorization aligned to their position or status. Staff and non-represented faculty shall not disclose, share, or disseminate information to unauthorized persons, employees, or external third party and shall comply with applicable rules and policies governing access to the record. Employees shall not discriminate against applicants for admission to the College solely based on their disability. Violators will be subject to discipline up to and including termination.

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Full-time faculty who violate any of the above policies 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

Disability Definitions:

Section 504 of the Rehabilitation Act of 1973 – Section 504 of the Rehabilitation Act is a civil rights law that protects qualified individuals from discrimination based on their disability in programs that receive federal financial assistance. Section 504 defines the rights of disabled individuals to participate in, and have access to, program benefits and services and forbids organizations from excluding individuals an equal opportunity to receive program benefits and services.

Americans with Disabilities Act (ADA) of 1990, as amended in 2008 (ADAAA) – The ADAAA is a civil rights law that prohibits discrimination against disabled individuals and guarantees equal opportunity within all areas of public life, including higher education.

Dual enrollment - High school students who attend College classes in accordance with the eligibility requirements established in Florida Statutes and the State Board of Education. Dual enrollment students may enroll in a maximum number of credits as approved in the current inter-institutional Articulation Agreement approved by the Broward College District Board of Trustees and Broward County Public Schools.

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

Exempt - A student who entered 9th grade in a Florida public high school or charter school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving

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as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education.

Limited Access Programs - Programs with specified admissions standards, including but not limited to grade point average, degree requirements, program application procedures, College admission procedures, and limited seat availability.

Multiple measures - Refer to the definition in College policy 6Hx2-5.14 - Placement Testing and Skills Remediation.

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.

Non-Exempt - Students who do not meet the definition of Exempt are required to take the common placement test if they have not otherwise demonstrated readiness for college-level work as defined by the College.

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