

Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 1 of 8

Applicants who intend to enroll must complete an admission application form based on one of the categories below:

New Student application is for applicants who have never attended Broward College

The new student application is available online at www.broward.edu. Prospective students can also visit an admission office at a campus or center for assistance with completing an application. Official high school transcripts and/or certificate of completion are required upon entry, to assist with creating a student advising and determining eligibility to receive Federal and other types of financial aid.

In accordance with 34 CFR § 668.16, Broward College has an obligation to review high school diplomas to ensure validity. Applicants who present a high school diploma that is not from a regionally accredited institution, shall be subject to further review by the Broward College Registrar. This review may include but is not limited to, an assessment as to whether the high school has been recognized by an established accrediting body; students are only required to take a test or pay fees for the issuance of a diploma; teachers are certified and/or have appropriate academic background/credential; the high school is able to provide a list of courses and a description of such courses, grading scale, master schedule, and academic year calendar. This determination is at the sole discretion of the College and is not appealable.

Transfer Students should complete the same application as a new student if you have never attended Broward College


Transfer students who have earned 24 college credits do not need to prove high school completion unless the institution attended is not regionally accredited or accepted by Broward College pursuant to a review. Transfer students are required to submit transcripts from all institutions attended to avoid duplication of enrollment in courses accepted in transfer, and to determine standards of academic progress (SAP) to establish financial aid eligibility. Transfer students should note that the College does not evaluate transcripts without a completed application, paid application fee, and registration in at least one credit course. Students should schedule an appointment to meet with an academic advisor at any campus or center and request an unofficial evaluation of transcripts to guide the selection of appropriate courses and registration in support of students career goals.

International Students

All non-immigrants seeking an I-20 to enter the US or those who are transferring from another US institution to BC are required to complete an international student application. I-20s are not issued until all documentation is received, the non-refundable application fee is paid, and the application process is complete. Applicants may apply online at <http://www.broward.edu/admissions/Pages/default.aspx>.

Returning Students

- Students who seek to re-enter the College after a period of non-enrollment of one academic year are required to complete a readmission application. The readmission application is available at <http://www.broward.edu/admissions/Pages/default.aspx>. Students should meet with an academic advisor for selection of appropriate courses and registration in support of students career goals.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
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Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 2 of 8

- Students who attended other institutions during their period(s) of non-enrollment of one academic year are considered returning students. Students should submit all official, complete transcripts with no work in progress, for evaluation. Registration is required in at least one credit course prior to transcript evaluation.

Program or Supplemental Applicants

Students who apply to all limited access programs (Health Sciences and Bachelor degree) with specific program admissions requirements must complete a supplemental application form.

- Health science limited access applications are available at www.broward.edu.
- Bachelor degree applications are available at www.broward.edu.

Non-credit

Applicants may apply and register online to enroll in non-credit Continuing Education courses only at <http://www.broward.edu/admissions/Pages/default.aspx>. Financial aid generally does not pay for continuing education classes unless they apply toward their program of study.

Non-degree seeking students

Students who enrolled in Broward College as non-degree seeking may be required to provide transcripts in instances where there are college level course placement or prerequisite considerations. Students who are classified as non-exempt from placement testing, may be required to take the placement test to determine appropriate placement in English, reading, and/or mathematics if college-level courses have not been successfully completed in those areas. .

Failed Academic Progress

Students who have been academically dismissed from a prior institution may apply for admission and meet with an academic advisor prior to enrolling in classes to create an academic plan in support of their academic success. In some instances, testing may be required to determine appropriate placement in English, reading, and/or mathematics if college-level courses have not been successfully completed in those areas, and the student has not been classified as exempt from testing and enrolling in developmental education courses.

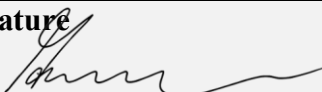
An application fee is required as listed in the most current edition of the College's catalog and website www.broward.edu. Application fees are non-refundable.

Application Completion

Applicants are required to complete all sections of the application and confirm that all statements made are true and accurate. Prior legal names should be included on the admission application in order to prevent delay in application processing and transcript evaluation.

Good Conduct/Citizen Certification

Students are required to report any designation as a sexual offender/predator. The circumstances of such incidents are to be reported to the campus Dean of Students, or his/her designee, at the campus or center they plan to enroll. Students may appeal the Dean of Students' decision to the College Ombudsperson or the Vice

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
---	-------------------------	---	-------------------------

Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 3 of 8

Provost for Student Services who will provide a final decision in writing. The Associate Vice Provost for Academic Affairs/College Registrar will be notified of the applicant's admission, including any specific requirements or conditions thereof.

Per policy 6Hx2-5.01 falsification of any information on the application is grounds for admission denial and or expulsion if already enrolled. The College reserves the right to deny admission to any student with a prior disciplinary history that may jeopardize the safety and security of all students.

Veterans

Qualified military veterans seeking preference for a limited access program must follow the procedures indicated below:

- Present evidence of separation under honorable conditions to their Campus Admissions Office for processing before the posted term deadline date.
- Form DD-214 (discharge papers) is the preferred documentation; however, a letter from an employer or prospective employer, or a sworn affidavit by the student will be adequate to substantiate the veteran's preference.
- Documentation shall be presented to the program administrator, who shall take action on the student's request. The documentation of decision and veteran's preference shall become a part of the student's application and permanent record.

Transient Students seeking admission to the College:

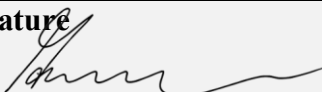
- Applications to the College must be submitted through the Florida Virtual Campus system at <https://www.floridashines.org/succeed-in-college/take-a-course-at-another-school>. Transient students within the Florida College system will be charged a transient fee, and all fees will be indicated as an obligation on the students' fee statement.
- Outside the Florida public college and university system, students will complete the College's online application. Students outside the Florida system will be charged regular course fees, and all fees will be reflected on the students' fee statement.

Accelerated Programs

Eligible high school students who seek to enroll in College while still attending high school are required to complete the Broward College online application. *The Dual Enrollment Recommendation* form will be submitted by the guidance counselor to the College's Dual Enrollment Office. The completed *Recommendation and Articulation Agreement for Dual Enrollment Home School Students* form must be submitted by the parent of the student to their high school guidance office. Applicants are required to submit copies of their high school transcripts and college placement test scores, that will be used to determine eligibility for college-level course work. If placement test results indicate that a student is not prepared for college-level work, admission will be denied.

Admission of Formerly Dual Enrolled Students

Pursuant to Florida Statutes 1007.263, high school seniors who have completed college-level courses at Broward College through dual enrollment and are scheduled to graduate, are eligible to enroll in summer session 2.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
---	-------------------------	---	-------------------------

Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 4 of 8

Students will be classified as degree-seeking, not dual enrolled, and tuition charges apply. Interested students should apply as follows:

1. Students must apply as degree-seeking students online at www.broward.edu
2. Prove Florida residency to be classified as a resident for tuition purposes (in-state tuition rate)
3. Apply through the FAFSA at www.fafsa.gov/ to determine eligibility for Student Financial Aid for the current academic year of enrollment to cover tuition for summer. Apply through the FAFSA for the next academic year's enrollment for fall and subsequent terms in the next academic year.
4. Students may be required to attend a Broward College orientation program if they have less than 45 college credits.
5. Register for classes via the student online portal, after meeting with an academic advisor.
6. Submit official high school transcripts immediately following high school graduation to avoid a registration hold for future course enrollment.

Students who earned 24 college credits or more will be exempt from submitting proof of high school graduation.

Admission to Health Science Programs – Students who desire to enroll in a limited access health science program shall complete the following:

- Broward College's general admission requirements and be admitted to the College.
- Meet all application criteria as outlined in the College's catalog and on the College Website including all the required prerequisite courses, and the appropriate grade point average for the specific health science program.
- Complete a limited access application for admission to a specific health science program.

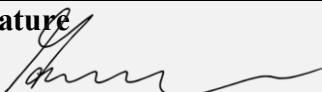
Students are selected into programs based upon established admissions criteria for each program in place at the time of their application. Applications are reviewed by the Health Science Admissions team based on the defined criteria outlined in the catalog and on the College's website. Late applications will NOT be accepted. It is important to understand that final acceptance to the program is contingent upon the results of all the medical examinations and screenings.

Technical Standards

Each health science program has specific technical performance standards which must be reviewed by the student to ensure compliance with the industry employment standards, the State of Florida curriculum requirements and the academic standards determined by the program and College faculty. All students are required to meet the technical requirements for the program and complete the required prerequisite courses.

Criminal Background Check

Florida law and clinical affiliate standards require criminal background checks on all employees, students and volunteers who contact patients/clients. A Florida Department of Law Enforcement (FDLE) Level 2 criminal background check, including an FBI check is required for all health science students at the time of preadmission and may be repeated one year after the initial check. The results of the background check will be reviewed to determine if the student may complete a clinical assignment at a clinical facility. Certain convictions may prevent

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
---	-------------------------	---	-------------------------

Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 5 of 8

or significantly limit the ability of the College to place a student in a clinical facility. If a student cannot be placed in a clinical facility, the student will be withdrawn from the program.

Graduation from a health science program does not automatically qualify a student to sit for the certification examination or obtain licensure. Past criminal history may affect the ability to obtain licensure/certification in the state of Florida and other states. Students with prior criminal history should contact the state licensing body to ensure eligibility.

Health Science Screenings

Applicants to a health science program are required to complete a comprehensive physical examination including laboratory tests, immunization records, and a drug screening. The College publishes a zero-tolerance statement on drug use in its student code of conduct policy. All students must be drug and alcohol free prior to admission and throughout the health science program.

- **Initial Drug Screening**

A 10-panel drug screening is required for all health science programs.

- **Drug Screening for Admitted Students**

- **Suspicion of Drug Use**

An admitted student who is unable to perform clinical activities for patients with reasonable skill and safety, and use of alcohol, drug, narcotics, chemicals or other type of substance is suspected, shall be required by the clinical agency or the College to submit to further drug or alcohol screening.

- **Random Testing**

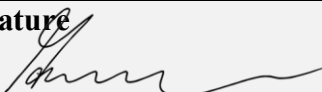
Random drug screening may be required in the clinical portion of health science programs after admission. Failure to submit to a random drug screening and/or a positive screening result may result in dismissal from the program without a readmission option.

- **Drug Screening Results**

- **Positive drug screening result** - Demonstrates one or more of the drugs tested in the screening had a high enough concentration to be detected in the urine. A positive drug screening result without a valid prescription from a physician, which is dated prior to the date of initial screening, will result in a dismissal or permanent denial of admission to all Broward College health science programs.

- Students who test positive on the drug screening upon pre-admission into one of the Health Science programs, or upon random drug testing during a program, may request a retest of the same sample at their own expense. **No new samples** are allowed. Clinical affiliates may or may not accept a student with a positive drug screening for clinical placement even with a valid prescription from a licensed physician. Clinical affiliates have sole discretion for granting clinical clearance. Clinical placement is required for successful health science advancement, and all clinical requirements must be completed to graduate.

- **Negative dilute drug screening result** - Demonstrates a urine specimen with creatinine and specific gravity values that are lower than expected for human urine. This can be by accidental overhydration (Consuming too much water over a short period of time) or intentional attempts to conceal drugs.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
---	-------------------------	---	-------------------------

Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 6 of 8

- Students should avoid excessive fluid and/or diuretics (caffeine products), and if possible, do not urinate less than two hours before the drug test.
- A negative dilute drug screening is not accepted by many clinical affiliates and **may result in a denial of admission or impede student progression in a health science program.** Admission will only be considered on a case-by-case basis in accordance with clinical availability and acceptance.

Admission to Bachelor Degree Programs

Qualified applicants must have earned a minimum of an associate degree or 60 college-level credits prior to submitting an application to any one of Broward College's bachelor degree programs. Applicants must also meet all other admission standards outlined by the respective program, apply to Broward College, and submit a supplemental application to the bachelor program of interest for review and admission decision. Transcripts, grade point averages, and other qualifications will be reviewed in accordance with the program admission criteria to determine students' eligibility for enrollment in the program. If necessary, applicants may be required to submit to criminal background checks and drug screenings prior to admission to a program. Certain convictions and/or failed drug screenings may prevent students from being admitted to a bachelor degree program.

Appeals of Admission Decisions

Students may appeal general admissions decisions by completing the *Academic Standards Petition* form. The form and supporting documentation must be reviewed by an academic advisor who will forward it to the Academic Standards Committee in accordance with College Policy and Procedure 6Hx2-5.28.

Florida Residency requirements are outlined in College Policy 6Hx2-5.15, *Florida Residency Requirements for Tuition Purposes*. Any student wishing to appeal his/her residency classification must submit an *Appeal for Florida Residency Status* form available online at www.broward.edu and supporting documentation to substantiate the appeal. Students will not be permitted to retroactively appeal for residency reclassification.

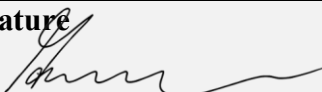
Fee Exemptions

Foster Care Exemption:

Eligibility Criteria:

- If you meet the following criteria, you may follow the procedures indicated below for an exemption of tuition and fees. Any student who:
 - has reached 18 years of age in the custody of the Department of Children and Family Services;
 - was in the custody of a relative under section 39.5085, Florida Statutes, was placed into guardianship by the court or was adopted from the Department of Children and Family Services after May 5, 1997.

Eligible students may apply for a fee exemption associated with enrollment in career-preparatory instruction until the student reaches 28 years of age, provided that they remain in good disciplinary and/or academic standing with the institution.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
---	-------------------------	---	-------------------------

Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 7 of 8

Procedures:

- Provide documentation to the College from the Department of Children and Family Services certifying the student's eligibility for the exemption
 - Documentation must be received in the campus Admission Office prior to enrollment.
- Apply for financial aid to determine their eligibility for additional resources which will cover the costs of attendance, including books, supplies, room and board, transportation, and personal expenses.

Homeless Exemption:

Eligibility Criteria:

- A student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings may be exempt from the payment of tuition and fees, including lab fees, provided that they remain in good disciplinary and/or academic standing with the institution.

Procedures:

- Provide documentation certifying residence in the homeless shelter.
 - The documentation must be received in the campus Admission Office prior to each term of enrollment for which the homelessness is being claimed.
- Apply for financial aid to determine their eligibility for additional resources which will cover the costs of attendance, including books, supplies, room and board, transportation, and personal expenses.


Exemptions for Children and Spouses of Deceased Law Enforcement and Firefighters:

Eligibility Criteria:

The child or spouse of a law enforcement, correctional, correctional probation officer or a firefighter accidentally killed on or after June 22, 1990, or unlawfully and intentionally killed in the line of duty after July 1, 1980, will be eligible to receive a fee exemption for educational expenses that the child or spouse of the deceased officer incurs while obtaining a career certificate, an undergraduate education, or a postgraduate education. The exemption amount waived by the state shall be an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours. The benefits provided to a child under this subsection shall continue until the child's twenty-fifth birthday. The benefits provided to a spouse under this subsection must commence within five years after the death occurs, and entitlement thereto shall continue until the 10th anniversary of that death. The student must remain in good disciplinary and/or academic standing with the institution to continue to receive the benefit.

Procedures:

- The student will be required to provide documentation certifying the situation from the appropriate law enforcement or firefighter agency.
 - The documentation must be received in the campus Admission Office prior to the initial term of enrollment.


Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
---	-------------------------	---	-------------------------

Procedure Manual



Title: Admissions	Number: A6Hx2-5.01
Policy Number: 6Hx2-5.01	Page: 8 of 8

- Students are encouraged to apply for financial aid to determine their eligibility for additional resources which will cover the costs of attendance, including books, supplies, room and board, transportation, and personal expenses.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 3/14/23	President's Signature 	Date: 3/14/23
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