



Policy Manual

Title: Admissions	Number: 6Hx2-5.01
Legal Authority: <i>Fla. Statutes</i> 1001.64, 1007.263, 1007.27, 1007.271, 1002.41, 1009.23, Higher Education Act (HEA) 1965 and reauthorization of HEA 2008, Americans with Disabilities Act (ADA) 1990 amended 2008 Family Educational Rights and Privacy Act; Title VII Civil Rights Act of 1964 amended 1972; Title IX Civil Rights Act of 1964; State Board of Education Rule 6A-14.0247.	Page: 1 of 8

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 in accordance with Federal Law. 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 as listed on the National Center for Education Statistics (NCES) or accredited by a regional accreditation agency, a General Equivalency Diploma (GED) as defined in Florida Statutes 1003.435, to applicants who hold a Certificate of Completion, and to applicants who have completed the requirements for home school education, pursuant to the requirements of Florida Statutes 1002.41.

Students may be exempt from the college placement test and enrollment in developmental education courses pursuant to Senate Bill 1720, Florida Statute and Board Rule. The College may use multiple measures, other than the common placement test, to advise students into specific programs and for course placement in Math and English.

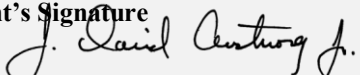
Florida Statute 1001.64 authorizes the College to consider the past actions of any person applying for admissions or enrollment and may deny admission or enrollment to an applicant because of prior misconduct, if it is determined to be in the best interest of the health and safety of students and employees of the College. Registration will be blocked in accordance with BC Policy 6Hx2-5.27.

THE POLICY AND THE STUDENT

All degree and non-degree seeking applicants will be required to complete the appropriate application form and pay a non-refundable 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.

Transient students must complete a transient student application and shall pay a transient fee for each course attempted. These course fees shall be in lieu of the College’s Application Fee.

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, revised November 30, 2010, revised May 24, 2011; revised June 28, 2011; revised August 14, 2012; revised September 24, 2013.*

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Applicants whose high school is not regionally accredited or not listed on the U.S. Department of Education National Center for Education Statistics (NCES) database can be admitted if have attended a regionally accredited postsecondary institution and earned a minimum of 12 college-level credits with a grade of C or higher in each course.

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 advising, registration, and orientation processes. Students who do not desire to earn credits toward a degree may be admitted as a non-degree seeking student and take up to 12 credit hours prior to taking the college placement test, if the student's status requires such.

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, active duty and eligible reservists, 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. Students from other colleges or universities may not enter Broward College on a transient status solely to take courses because of a fourth attempt. In latter cases, the students may petition academic standards if extenuating circumstances can be documented. 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 meets the unique admissions criteria 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 agreed by Broward College and the Broward County School Board in compliance with Florida Statute 1007.235, 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.

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

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

Private 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.

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.

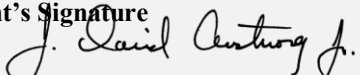
Admission of International Students (F1, M1 Visas or International Partnership Centers)

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

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 if the international applicant wishes to apply credit to their program of study at the College. The student 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 determinations relative to course equivalency and type of credit accepted in transfer. Appropriate visas are required of International student applicants in accordance with the United States Immigration Service Regulations.

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, revised November 30, 2010, revised May 24, 2011; revised June 28, 2011; revised August 14, 2012; revised September 24, 2013.

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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 in order to assist in reducing their medical costs as a result of a catastrophic medical emergency.

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 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 developmental education or credit courses depending on a determination of college readiness in math and English

Admission of Transfer Students

Applicants who have previously enrolled at another college or university are generally admitted to the College based on evaluation of their postsecondary educational records. The College may use the high school record 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 any postsecondary records without a completed College application on file.

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. The College determines what credits will be accepted in transfer as well as those credits that will apply as course equivalency and elective. Transfer students must complete at least 25 percent of their program at Broward College before a degree can be awarded.

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Transfer students who are dismissed from another College or university for any reason will be required to submit a petition and appear before the Academic standards committee. Student should not enroll at the College in any status (degree- non-degree seeking or transient) until their admission status can be determined.

Students Entering from Correctional Institutions

Prospective students (applicants), continuing students, and returning students 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.

Admission to Limited Access and Baccalaureate Programs

Neither admission to the College nor selection of a program 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, psychological, drug, or other screenings within the discretion of the program. The College reserves the right to deny 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 an earned Associate degree or have completed 60 credits and provide a transcript from a postsecondary institution that shows at least one college level, lower division course per general education area has been satisfied (minimum 15 credits over 5 areas). 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.

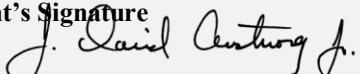
Registration Dates and Deadlines

Registration dates for various categories of students (i.e. first in college, veterans, active duty, continuing, students eligible for graduation, dual enrollment, degree or non-degree seeking status, College or state employees, etc.) shall be published each semester and available via the College's website.

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

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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 should refer to College Policy 6Hx2-5.15.
- 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.

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 delegate 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.

VIOLATION OF POLICY BY STUDENTS

Students or applicants for admission to the College are required to accurately complete all forms related to admission to the College and in the establishment of Residency for Tuition Purposes. Students and applicants who provide false or misleading information will be denied admission to the College and students 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. Such students will also have a financial hold placed on their transcript until all outstanding debts are paid to the College. Students who are dismissed for another institution and enroll at the College prior to submitting a petition and appearing before academic standards 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.

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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 to student admission records without authorization aligned to their position or status. Nor shall staff and non-represented faculty disclose, share, or disseminate information to unauthorized persons, employees, or outside parties and shall comply with applicable rules and policies governing the view and change access of the record. No employee can discriminate against students applying for admission to the College solely based on their disability. Violators will be subject to discipline up to and including termination.

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

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

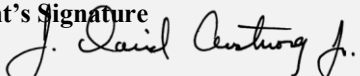
Americans with Disabilities Act (ADA) 1990 Amended 2009 - The Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities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

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 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.

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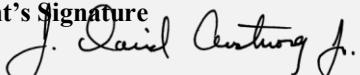
Limited Access Programs – Programs with specified admissions standards, including but not limited to grade point average, degree requirements, program application procedures, College admission procedures, and limited seat availability.

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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