

Polk State College Procedure

Subject	Reference	SBE Rule Reference	Date	Number
Admissions Procedure	Board Rule 4.02 Florida Statute 1007.263 Florida Statute 1003.43 Florida Statute 1002.41 Florida Statute 1009.21 Florida Statute 1003.428	6A-14.030 6A-10.0241 6A-10.0315 6A-10.033 6A-10.044	4/26/2012	1025

I. Application to the College

- A. Applicants must complete the official Polk State College Application for Admission and associated form(s), as appropriate. The application may be completed online or in person.
- B. Students must accurately and carefully complete all appropriate portions of the application form, a legal document that officially establishes the basis for admission.
- C. On the application form, students are required to certify whether or not they have been convicted of a felony or experienced disciplinary problems at any other institution. If applying students meet either or both of these criteria, they are required to submit a written statement concerning the circumstances. The College retains the right to deny admission. (See XI. Denial of Admission in this procedure.)
- D. Students refusing to provide any requested information or found to have falsified information may be refused admission, may be dismissed, and/or may have their admission/registration cancelled.

II. Admission to Non-Credit Courses

Courses offered through non-credit programs are provided on a space-available basis. No pre-admission application is required. Enrollment in certain non-credit courses may be limited because of their relationship to limited admission programs (see Procedure 1029). Enrollment limitations in such courses may be made by the College. Enrollment may also be restricted by requirements listed in Florida Statutes or State Board of Education Rules.

III. Admission to Credit Courses

All students who plan to enroll in one (1) or more credit courses must complete and submit the Application for Admission as a credit student. The College requires the submission of appropriate documents (such as transcripts) as a condition of admission. There are certain limited admission programs and credit courses for which the College may require additional admission standards. These standards shall be approved by the College and communicated via the catalog, program handbooks, and other suitable publications.

IV. Admission Requirements and Procedures for College-Credit Programs

A. All entering credit students will indicate a program choice on the Application for Admission.

B. Prior to registration, the following steps are recommended or required for degree-seeking students:

1. All students requesting admission to a Bachelor of Applied Science (BAS), Bachelor of Nursing (BSN), Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), or college-credit certificate (CCC) program must provide placement test scores from a college placement test in accordance with Florida Statutes 1001.02(6) and 1008.0(3) and Board Rule 6A10.0315. Students may submit official SAT or ACT scores that are less than two years old in place of, or in addition to, college placement test scores. The highest section score will prevail.
2. It is highly recommended that all students attend a program-planning session with an academic advisor. Applicants seeking admission to limited admission programs, such as Nursing, must also satisfy the admission requirements of those programs.
3. It is highly recommended that all new and re-admitting students attend a college orientation.
4. Students who are unable to accomplish all admission-requirement steps in a timely manner may be allowed to register provisionally for one (1) term at the College.

V. Admission Requirements and Procedures for Non Degree-Seeking Students

Applicants indicating the non degree-seeking category will be admitted with the following limitations:

- A. Must be classified in one (1) of the following categories:
1. Dual enrolled high school student.
 2. Teacher re-certification.
 3. Transient student from another college.
 4. Special approval, known simply as non degree seeking.

- B. Applicants may register only for non-restricted courses, unless competency is demonstrated for communications and computation skills to determine appropriate course level. Applicants may also register for any course that is not part of a limited admission program as long as the student can demonstrate that prerequisites and/or co-requisites have been met.
- C. Upon completion of fifteen (15) semester hours at the College, the student's status must be reviewed and approved in order to continue as non degree seeking, or the student will be admitted to a credit program under the conditions of item IV. B above.

VI. Admissions Categories

The College maintains an open-door admission policy. Prospective students with qualifying high school diplomas or the equivalent as defined in College Procedure 5031, *High School Transcripts for Admission Purposes* are eligible to apply. The following categories describe other eligibility:

- A. Readmitted Students** may return to the College for classes after an absence of one or more academic years. Readmission to the College requires the submission of all official transcripts from other colleges attended in the interim and completion of new residency documentation. It may include additional requirements such as retaking the college placement test. The student's program requirements will fall under the catalog that is current for the readmission year. If the readmission occurs after five years of absence, official transcripts from all schools attended may be required.
- B. Transfer Students from Other Colleges**
 - 1. Transfer students who have successfully completed twelve (12) or more semester hours of transferable academic credit with grades of C or better may be admitted without regard to the high school record and will not be required to submit the high school transcript for regular admission. Limited admission programs may require proof of a high school standard diploma or GED.
 - 2. College credit earned at other accredited colleges and universities may be transferred to Polk State College to apply toward program requirements. Guidelines for credit transfer are delineated in the college catalog and subsequently in this procedure.
 - 3. College credit from non-regionally accredited colleges and universities will be individually evaluated for appropriateness of content and quality for the college program the student enters.
 - 4. Transferring students from other institutions will enter the College with the equivalent Academic Standards of Progress action as if they had been Polk State College students (see Procedure 5017). Students on suspension from another institution will not be admitted to Polk State College during the term immediately following the imposition of suspension. Students who would have incurred suspension at Polk State College on the basis of their work at another college will not be admitted the term after their last term of attendance at the previous college.

C. Students with a bachelor or higher degree from a regionally-accredited or comparable institution who are seeking an associate degree at the College will be considered to have met the general education core requirements of the degree, along with Gordon Rule requirements. Associate degrees with program-specific general education requirements will be considered on a case-by-case basis.

D. Transient Students are required to complete an application for admission and provide evidence from their institutions (transient letter, transient form, or submittal via www.facts.org) that they are authorized to take courses as transient students.

E. Full-Time Early Admission

The purpose of this program is to allow scholastically-advanced students to omit their senior year at the high school and obtain a full year of college credit instead. The Full-Time Early Admission program is established in collaboration with the Polk County School Board in a written articulation agreement. To be accepted into this program, the student must meet the qualifications of the articulation agreement that is in effect at the time of application.

F. Dual Enrolled High School Students

The purpose of this program is to accelerate advanced students through high school and college in an efficient manner in keeping with their abilities and with sound educational practice. To be eligible for courses, a student must meet the qualifications of the articulation agreement between the Polk County School Board and the College that is in effect at the time of application

G. Adult Non High School Graduates

Adults (18 years of age or older) who have not graduated from high school with a standard diploma may be admitted to the College as a degree-seeking student if they demonstrate ability to benefit by scoring at the college level on all areas of Polk State College's ability-to-benefit exam under the authority of Florida Statute 1007.263(2)(b).

VII. International Student Admissions

International student admission procedures are explained in Procedure 5014, which is specific to International Students.

VIII. Residency

Polk State College's procedure concerning Florida residency requirements complies with Florida Statute 1009.21 and State Board of Education Rule 6A-10.044, which are maintained and updated regularly in user-friendly guidelines on the state website at www.facts.org. Incoming students claiming the benefit of Florida's in-state tuition and fee rate are required

to submit a residency affidavit and provide proof of residency as outlined in the guidelines published by the state of Florida, found at www.facts.org. The online application includes an online affidavit.

IX. Placement Tests

All students requesting admission to an AA, AS, BAS, BSN, or college-credit certificate program must provide placement test scores on a college placement test in accordance with Florida Statute 1001.03. Students may submit official SAT or ACT scores that are less than two years old in place of, or in addition to, college placement test scores. The highest section score will prevail. Transfer students may be exempted from part or all of this requirement on the basis of college work which is transferable to the College in accordance with the following:

1. Students with 3 semester credit hours and a minimum grade of *C* in freshman-level English or higher are exempt from the writing test.
2. Students with 3 semester credit hours and a minimum grade of *C* in college-level mathematics or higher are exempt from the mathematics test.
3. Students with 12 semester credit hours and a minimum grade of *C* in general education courses are exempt from the reading test.

Polk State College allows students to retake the college placement test based on the following guidelines:

1. Students may retake the college placement test prior to enrolling in a college preparatory course. Students who have started college preparatory course work are not allowed to retake the related college placement test section.
2. One retake will be allowed for each subject area: mathematics, English, and reading.
3. The student must wait 30 days before retaking any portion of the test. If the student wants remediation, the Advising office of Polk State College retains a referral list of agencies and institutions providing remediation services.
4. Scores posted to the student record are valid for two years from the date of the most recent attempt.
5. Students may appeal the guidelines through the Dean of Student Services.

X. College Preparatory Classes

Students required to take college preparatory courses must complete those courses within their first twelve (12) earned credits as dictated by state law, Board Rule 6A-10.0315(17)1.

Enrollment in certain other courses may be restricted until all college preparatory course(s) have been completed.

In accordance with Florida law, students may use adult basic education, adult secondary education, or private-provider instruction as an alternative to traditional college preparatory instruction. The student must provide documentation and/or retake the college placement test in the subject area to demonstrate college-level readiness under the retake provisions outlined above.

State Board of Education rules limit the number of times a student can take (attempt) a college preparatory course. Enrollment beyond the 100 percent refund deadline, also known as the Drop/Add deadline, is considered an attempt, and students can attempt a course only three (3) times without special approval.

XI. Denial of Admission

In accordance with Florida Statute 1001.64(8)(a), the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct or because the College determines he or she would disrupt the orderly process of college programs, would interfere with the rights and privileges of other students or employees, and/or would represent a safety risk to students, employees, or property. Determinations are made in the best interests of the College.

Decisions to deny admission are made by a committee. The student is informed via certified mail. The student has the right to appeal denial of admission after one year.

History: Adopted: June 13, 2006
 Revised: June 30, 2009 and May 25, 2010; April 26, 2012

Distribution: All Holders of DBOT Rules Manual

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date