

Polk State College Procedure

Subject	Reference	Reference	Date	Number
Admissions Procedure	Board Rule 4.02			
	Florida Statute 1007.263	6A-14.030	3/6/2018	1025
	Florida Statute 1003.43	6A-10.0241		
	Florida Statute 1002.41	6A-10.0315		
	Florida Statute 1009.21	6A-10.033		
	Florida Statute 1003.428	6A-10.044		
Florida Statutes 1008.30				

I. Application to the College

- A. Applicants must complete the official Polk State College Application for Admission and associated form(s) carefully and accurately as this is a legal document that officially establishes the basis for admission. The application may be completed online or in person.
- B. On the application, 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 to the Dean of Student Services concerning the circumstances. The College retains the right to deny admission. (See XI. Denial of Admission in this procedure.)
- C. Students refusing to provide any requested or required information or found to have falsified information may be refused admission, may be dismissed, and/or may have their admission/registration cancelled. The Registrar of the College has final authority regarding the accuracy, authenticity, and official nature of admission documents.

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 Limited Admission Programs). Enrollment limitations in such courses may be made by the College. Enrollment may also be restricted by requirements based on the course content, 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 College Catalog/Student Handbook, program handbooks, and other suitable publications.

IV. Admission Requirements and Procedures for College-Credit Programs

- A. All entering credit students may indicate a program choice on the Application for Admission but must do so by the twelfth (12th) earned college-credit hour. The student may change program objectives by visiting an advisor on any campus or center.
- B. Prior to registration, the following steps are recommended or required for degree-seeking students:
 - 1. All students requesting admission to a Bachelor degree, 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 unless the student qualifies for an exemption according to 1008.30(4). 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 during advising periods (not registration periods). Applicants seeking admission to limited admission programs, such as Nursing, must also satisfy the admission requirements of those programs.
 - 3. All new and re-admitting students must attend a college orientation. First-time-in-college (FTIC) Associate Degree students must attend a pre-advising session prior to registration. Associate in Arts FTIC students must register for the SLS 1122 First-Year Seminar in the student's first semester at Polk State College. Students who have graduated with a high school diploma from one of Polk State College's charter high schools are exempt from this requirement.
 - 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 must submit the same documentation as degree-seeking students. Applicants may 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.

Applicants indicating the non-degree-seeking category of teacher recertification will be admitted under the following conditions. They must:

- A. Meet the requirements as outlined by the State Department of Education.
- B. May register for any course approved by the State Department of Education for teacher recertification without completing all college admission requirements.

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. **Readmitting 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/or resubmission of official transcripts from previous institutions and completion of new residency documentation. Readmission 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.
- B. **Transfer Students from Other Colleges**
 - 1. Transfer students are required to submit a copy of the high school transcript unless the student has a degree (master, bachelor, associate) from an accredited institution.
 - 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.
 - 3. College credit from non regionally-accredited or nationally-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 without the application of warning or probation in regards to Academic Standards of

Progress. Students on suspension from another institution will not be admitted to Polk State College during the term immediately following the imposition of suspension at the transferring institution.

5. Courses transferred to Polk State must qualify to meet a requirement in a Polk State College degree or program. The transferred grade contributes to the cumulative grade point average (GPA) according to Polk State grading policy. This means *A*, *B*, *C*, *D* and *P* or *S* grades, or their equivalents are accepted in transfer. If the course requires a *C* to pass in all circumstances at Polk State College, transfer courses with a grade of *D* do not qualify for transfer.

- C. **Students with a bachelor or higher degree** from a regionally-accredited or comparable institution who are seeking an associate or bachelor degree at the College will be considered to have met the general education core requirements of the degree, along with Gordon Rule requirements with the exception of math and foreign language. Students must have completed two college-level mathematics courses and satisfy the foreign language competency requirement regardless of degrees earned. 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.flvc.org) that they are authorized to take courses as transient students. Note that the flvc.org application for transient status also suffices as an application for admission.

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. This does not preclude the College from entering into an articulation agreement with private, homeschooled, or out-of-county entities for Full-Time Early Admission.

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. This does not preclude the College from entering into an articulation agreement with private, homeschooled, or out-of-county entities for Dual Enrollment.

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.flvc.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.flvc.org. The online application includes an online declaration of residency.

IX. Placement Tests

Students requesting admission to an associate or bachelor degree or college-credit certificate program must provide placement test scores on a college placement test in accordance with Florida Statute 1001.03 unless otherwise exempted in accordance with Florida Statute 1008.30(4). 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, reading, or English placement tests.
2. Students with 3 semester credit hours and a minimum grade of C in college-level mathematics or higher are exempt from the mathematics placement test.
3. Students with 12 semester credit hours and a minimum grade of C in general education courses are exempt from the reading test. Students are exempted from required developmental education and placement testing (F.S. 1001.03) if they meet the following criteria (F.S. 1008.30):
 - a. A student who entered ninth (9th) grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma;

- b. A student who is serving as an active duty member of any branch of the United States Armed Services.

Students who are exempt will complete a self-evaluation tool and consult with an advisor to make course selections based on the student's needs. Students are encouraged to take the placement test, even if exempt, to assist in appropriate course selection.

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 developmental course. Students who have started developmental course work are not allowed to retake the related college placement test section.
2. The student must wait 30 days before retaking any portion of the test regardless of where the test was taken. If the student wants remediation, the Advising office of Polk State College retains a referral list of agencies and institutions providing remediation services.
3. Beyond the third attempt at the college, a retake must:
 - a. Be approved by a Dean of Student Services.
 - b. Requires proof of remediation prior to retaking all or part of the PERT. Acceptable documentation for remediation is at the discretion of the Student Services Dean and may be documentation such as statement from a high school counselor, documentation from a paid tutor, receipts for a preparatory text with a statement from the student.
4. Scores posted to the student record are valid for two years from the date of the first day of the term the student enrolls.
5. Students may appeal the guidelines through the Dean of Student Services.

X. Developmental Classes

Non-exempt students who place into all three areas of developmental (reading, writing, and mathematics) must take SLS 1101 College Success within the first 12 credit hours taken at Polk State College. Students who place into two developmental areas are encouraged to take SLS 1101. Non-exempt students who are required to take SLS 1122 First-Year Seminar may use this course to satisfy the requirement to take SLS 1101.

Enrollment in certain other courses may be restricted until all developmental 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 developmental 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 developmental course. Enrollment beyond the 100 percent refund deadline, also known as the Drop deadline, is considered an attempt, and students can attempt a course only three (3) times without special approval.

XI. Orientation

New and returning students are required to complete orientation before registering for classes. Orientation is provided online. Students may come to campus to use a computer for orientation if they choose to do so.

XII. 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; February 08, 2013;
 April 25, 2014; April 5, 2016; June 21, 2017; March 6, 2018

<i>Reginal T. Wehl</i>	<i>5/7/18</i>	<i>Reginal T. Wehl</i>	<i>5/7/18</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>[Signature]</i>			<i>5/8/18</i>
President's Approval			Date