

# Polk State College Procedure

Subject	Reference	Date	Number
Limited-Admission Programs	F.S. 1007.263	12/06/2016	1029

- I. Purpose  
The purpose of this procedure is to establish the process for determining admission and retention criteria for limited-admission programs.
- II. Definition  
A limited-admission program refers to any program that limits student acceptance based on program requirements in addition to general College admission requirements or restrictions on the number of students allowed admission in an enrollment period.
- III. Procedure
  - A. The limited-admission programs at Polk State College include the Collegiate High Schools, the Institute of Public Safety, and most health science programs. The health science programs that have limited admission are the Cardiovascular Technology, Diagnostic Medical Sonography, Nursing, Occupational Therapy Assistant, Paramedic, Physical Therapist Assistant, Radiography, and Respiratory Care programs.
  - B. Each health science program establishes its own admission criteria, which are approved by the District/Campus Group. Any changes to the admission criteria must be similarly approved. Admission criteria for each limited-admission program must be published in the *Polk State College Catalog* each year. Changes to admission criteria must be reviewed by the program's advisory committee before submission to the District/Campus Group for approval. Criteria for continued enrollment and program-specific policies for admitted students must be published in the program-specific student handbook that is provided to each student upon admission.
  - C. The Polk State College District Board of Trustees, as the governing board of the Collegiate High Schools, establishes their admission criteria. Admission criteria and program-specific policies are published in the *Collegiate High School Handbook* that is available on the high schools' websites.
  - D. The Criminal Justice Standards and Training Commission and the Training Advisory Committee establish the admission criteria for the Institute of Public Safety (IPS). Admission criteria are published on the IPS website and program-specific policies are published in the *Institute of Public Safety Rules and Regulations Handbook* that is available from the IPS Program Director upon request.
  - E. Other programs, including all Polk State baccalaureate degree programs, and particular Associate in Science and Associate in Applied Science degree programs, have specific criteria for admission.

**History:**      Adopted:      January 22, 2010  
                  Revised:      December 6, 2016

	12/6/16		12/6/16
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
			12/7/16
<b>President's Approval</b>			<b>Date</b>