

# Polk State College District Board of Trustees Rule

Rule Number	Rule Title	Effective Date
4.02	Admission Policy	March 25, 2024

## I. Purpose

The District Board of Trustees (DBOT) has adopted the following policies regarding admission to Polk State College and its programs.

## II. Definitions

### A. Non-Credit Course

This is a course that does not provide academic credit and does not satisfy any degree requirements.

### B. Credit Course

This is a course that is part of the College's curriculum and produces academic credit measured in semester hours; or this refers to a transfer course from an accredited institution which is deemed to be equivalent in rigor and requirements to a Polk State course.

The College follows the equivalency course guidelines stated by the American Council on Education in accordance with the Articulation Coordinating Committee (per Florida State Board of Education (SBE) *Rule 6A-10.024(8)*) when awarding credits to students who have participated in accelerated mechanisms. Exam-based credit is awarded following the recommendations of the State of Florida Articulation Coordinating Committee (cf. Polk State College Procedure 1034: *Alternative, Accelerated, and Articulated Credit*).

Polk State also awards college credit for online courses in accordance with SBE *Rule 6A-14.0304*, when these offerings are evaluated as equivalent in rigor and requirements to Polk State's courses, and when these are submitted on a transcript from an accredited institution. Online courses offered in other formats, such as Massive Open Online Courses (MOOCs), where college credit is not submitted on a transcript, can be awarded as college credit through the submission of a Prior Learning Assessment Portfolio (cf. Procedure 1034).

### C. College-Credit Program

This is an approved and published combination of credit courses that, when completed, establishes eligibility for a baccalaureate degree, associate degree, applied technical diploma, or a program certificate.

### D. Limited-Admission Program

This refers to a college-credit program that has additional admission requirements. A limited-admission program may also have limited seats available during each application period.

### E. Vocational Program

This refers to a college program that offers postsecondary adult vocational credit.

## III. Admission Policies

- A. The District Board of Trustees encourages all persons to apply for admission without regard to factors of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, or disability.
- B. The District Board of Trustees endeavors to provide a broad range of special services for students at the College, including financial aid, academic tutoring, career exploration, and other services for those with special needs, such as those required by students with disabilities.
- C. Admission to Polk State College does not guarantee enrollment in any specific credit course or College program. Space limitations and faculty availability may limit the number of students who can enroll in any particular class.
- D. Polk State College Procedure 1025: *Admissions Procedure* contains criteria for admission to college-credit programs, including credit and non-credit courses. The criteria for admission to limited-admission programs can be found in Polk State College Procedure 1029: *Limited-Admission Programs*.
- E. Polk State College Procedure 5031: *Validating High School Transcripts for Admission Purposes* lists the criteria necessary to judge the acceptance of high school diplomas.
- F. Polk State maintains its admission procedures and criteria in accordance with *Florida Statutes* and *State Board of Education Rules*; additionally, the College complies with the requirements of its accrediting bodies.

**History**

Adopted: December 23, 1974

Revised: July 28, 1976; March 26, 1979; September 27, 1982; June 30, 1983; April 28, 1986; June 23, 1986; October 26, 1987; May 23, 1994; March 20, 1995; September 25, 1995; August 28, 2006; November 27, 2006; September 28, 2009; September 24, 2012; June 19, 2015; October 26, 2015; and March 25, 2024

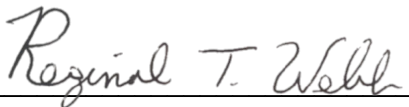

Specific Authority: FS 1001.64

State Statute: FS 1002.41; FS 1007.22; FS 1007.23; FS 1007.263; FS1007.27; FS 1007.271, 1007.273; FS 1003.435; FS 1004.0961

SBE Rule(s): 6A-14.0304; 6A-10.0247

Related Procedure(s): 1025, Admissions Procedure; 1034, Alternative, Accelerated, and Articulated Credit; 5031, Validating High School Transcripts for Admission Purposes

Date of Last Review: March 25, 2024

 Signature	 Signature	March 25, 2024
Reginal T. Webb Name	Angela M. Garcia Falconetti Name	
<b>Responsible Administrator</b>	<b>President</b>	<b>Date</b>