



**POLICY: 6Hx28: 8-02**

**Responsible Official:** Vice President, Student Affairs

**Policy Contacts:** Registrar

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 10-25-2017

**Date of Last Policy Review:** 02-27-2020

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## Admissions

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### Policy Statement:

- I. The District Board of Trustees, in conjunction with the President or designee, will determine admissions requirements for the purpose of matriculation to the College, in accordance with Section 1007.263, F.S.
- II. Admissions criteria for each type of student are as follows:
  - Associates degree, Bachelors degree, or Technical certificate students must submit official transcripts documenting high school graduation with a standard high school diploma or equivalent, and/or official college transcripts from all post secondary institutions attended whether or not transfer credit is sought. The high school diploma must be from a high school that meets local, state, and federal best practices criteria for such an institution. International applicants must also provide proof of English proficiency via a Valencia-approved English language proficiency exam; declaration of financial support; and official foreign credentials including English translations or credential evaluation reports when applicable in order to be issued the I-20 [Certificate of Eligibility for Non-Immigrant (F-1) Student Status.] In the event of major extenuating circumstances beyond the control of the student that prevent the acquisition of generally required documentation, the College may accept alternative documentation

in accordance with standards to be set by the College for the validity and acceptability of such documentation. These standards shall be consistent with professional guidelines and best practices, and will comply with state and federal regulations.

B. Dual enrollment students must meet the following criteria for acceptance to the dual enrollment program:

1. Must be a current high school student attending an Orange or Osceola county public high school or registered home-school who meet dual enrollment program eligibility requirements:
2. Have a 3.0 high school grade point average unweighted, and
3. Meet minimum scores for college readiness on the Postsecondary Education Readiness Test (PERT) or other approved alternatives, and
4. Have completed the 5<sup>th</sup> grade or higher, and
5. Have not met the Florida minimum requirements for high school graduation, and
6. Have not received disciplinary action for a Level III or IV infraction of school district conduct policy.

Additional or alternative criteria may be established through the Dual Enrollment Articulation Agreement negotiated annually with each participating school district. The college reserves the right to restrict dual enrollment based on limited capacity. Dual enrollment students who graduate from high school and wish to continue as Valencia degree seeking students are required to provide a final high school transcript showing their date of graduation from high school and diploma type.

C. Non-degree seeking applicants do not need to provide official transcripts unless needed for course pre-requisite purposes.

D. Applicants less than 16 years old must submit a Special Admissions Application and must follow a different procedure which includes a meeting with the Dean of Students at the campus location where most of the classes will be taken.

- III. The College reserves the right to restrict the size of enrollment in select programs based on limited facilities. Specific and detailed definition of requirements for admission of student shall be published in the college catalog. The College reserves the right to deny or rescind admission to any applicant/student whose record of behavior indicates that he or she would disrupt the orderly process/enrollment of the college's programs or would interfere with the rights and privileges of other students, including the falsification of the admissions application and/or the submission of fraudulent documents.

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## Policy

### History:

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 12-20-05; Amended 9-18-12; Amended 9-28-16; Amended 10-25-17; Formerly 6Hx28:10-02; Formerly 6Hx28:10-01

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### Procedures:

- I. Prospective applicants desiring information regarding admission may access this information through the Future Students tab on the College website, by calling Enrollment Services, or by visiting a campus Answer Center.
- II. Applicants must submit a completed and signed application along with a non-refundable application fee by the specified deadlines for the term of enrollment.
- III. The standards for the validity and acceptability of alternative documentation which the College may accept from applicants in the event of major extenuating circumstances beyond the control of the applicant include, without limitation, the following:
  - A. validation, through official documents or media reports, that a major extenuating circumstance beyond the control of the student took place.
  - B. confirmation of the legitimacy of the person or agency issuing the alternative documentation.
  - C. assessment of physical quality and integrity of the documentation provided using industry standards and professional judgment.
  - D. validation of data integrity by comparing multiple source documents to confirm individual facts or circumstances.
- IV. Valencia accepts both degree seeking and non-degree seeking students, as defined below:
  - A. The two types of degree seeking students are as follows:
    1. Associate's degree: Students who are pursuing an Associate in Arts degree, Associate in Science degree, or Associate in Applied Science degree.
    2. Bachelor's degree: Students who are completing the additional program requirements beyond an Associate's degree for a Bachelor of Science or a Bachelor of Applied Science degree.

B. The seven types of non-degree seeking students are as follows:

1. Dual enrollment: Current high school students attending an Orange or Osceola county public high school or registered home-school who meet dual enrollment program eligibility requirements.
2. Personal Interest: Students who are taking courses for personal interest with no intent to receive a degree or certificate.
3. Technical certificate/career certificate: Students who are pursuing an industry/job certification program that is less than 60 credits.
4. Job Improvement: Students who are taking courses for job improvement with no intent to receive a degree or certificate.
5. Teacher Recertification/Preparation: Students who have already completed a Bachelor's degree and who are taking courses to become recertified to teach or who wish to prepare for certification to teach in the state of Florida.
6. Provisional: Students who have not completed a standard high school diploma, a General Education Diploma (GED), or whose high school does not meet local, state, and federal best practices criteria for such an institution, can only be admitted as Provisional students and can only be non-degree-seeking at the time of their admission. Moreover, Provisional students may take only developmental courses and college level courses that have been designated as appropriate for Provisional students. Upon successful completion of 15 credits of college level courses with a grade of C or higher, Provisional students may request a change of status to be admitted as degree-seeking students. Provisional students who achieve degree-seeking status by completing 15 credit hours will remain ineligible for federal financial aid under Title IV programs, as eligibility for these programs requires a standard high school diploma, GED, or equivalent.
7. Transient: Students who register for courses at Valencia on a temporary basis. In order to take courses at Valencia, transient students must receive approval from their home institution. Students whose home institution is in Florida should complete a facts.org transient student form. Students whose home institution is in another state or who are attending a Florida private institution that does not utilize facts.org should contact their home institution for permission to attend Valencia. Transient approval is required for each term the student wishes to take classes at Valencia.

C. If the College denies or rescinds admission of an applicant for any reason, the basis for the denial shall be disclosed to the applicant in writing within ten (10) business days following denial of admission.

D. Receipt of Official Notification of Student as Sexual Offender or Predator/Past Misconduct

- V. Valencia College has determined that the presence on campus of students officially designated as Sexual Offenders/Sexual Predators would be disruptive of the orderly process of the College's programs and/or would interfere with the rights and privileges of other students.
- VI. In accordance with §1001.64(8)(a), F.S., 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 if determined to be in the best interest of the College.
- VII. The College denies admission/enrollment to students who are officially designated as Sexual Offenders/Sexual Predators. If an academic term has already begun at the time the College receives notification, the student's enrollment will be deleted, and an administrative drop and refund for fees paid for the term in progress will be processed. Students who have received financial aid may be liable for repayment of aid according to financial aid program procedures. The student may receive a credit for required textbooks purchased for classes from which the student is dropped according to Valencia Bookstore procedures. This decision may be appealed to the Vice President for Student Affairs following the procedures as outlined in the "Valencia College Procedure regarding Receipt of Official Notification of Applicant/Student/Employee as Sexual Offender/Predator."
- VIII. For the purpose of recruiting service members, Valencia College does not permit high-pressure tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, e-mail, or in person, and/or engaging in same day recruitment and registration.

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**Procedure**

**History:**

Adopted 1-19-83; Amended 11-18-92; Amended 12-20-05; Amended 11-05-10; Amended 6-20-12; Amended 9-28-16; Amended 10-25-2017; Amended 02-27-2020; Formerly 6Hx28:10-01

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**Date of Last Procedure Review:** 02-27-2020

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**Related Procedures:**

**Valencia College  
Procedure regarding Receipt of Official Notification of Applicant/Student/Employee as  
Sexual Offender/Predator**

Florida law, in section 775.21 (The Florida Sexual Predators Act) states in part, "[r]epeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are extremely

likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes.”

Florida law, in section 943.0435, states in part, “[t]he Legislature finds that sexual offenders, especially those who have committed offenses against minors, often pose a high risk of engaging in sexual offenses even after being released from incarceration or commitment and that protection of the public from sexual offenders is a paramount government interest.

In July 2002, new provisions of these laws became effective which require sexual predators and sexual offenders to notify the state or the sheriff, as appropriate, of enrollment, employment, or the carrying on of a vocation at an institution of higher education in Florida. Each change in enrollment or employment status must be similarly reported. The state or sheriff must promptly notify each institution of the sexual predator’s or sexual offender’s presence and any change in the sexual predator’s or sexual offender’s enrollment or employment status.

### **Applicants/Students**

Valencia College has determined that the presence on campus of students officially designated as Sexual Offenders/Sexual Predators would be disruptive of the orderly process of the College’s programs and/or would interfere with the rights and privileges of other students. In accordance with §1001.64(8)(a), F.S., 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 if determined to be in the best interest of the College.

Accordingly, the College denies admission/enrollment to students who are officially designated as Sexual Offenders/Sexual Predators. The applicant should follow this appeal process prior to submitting an application for admission. If an academic term has already begun at the time the College receives notification, the student’s admission will be revoked, and an administrative withdrawal and refund for fees paid for the term in progress will be processed. The student may also receive a credit for required textbooks purchased for classes from which the student is withdrawn. This decision may be appealed to the Vice President for Student Affairs.

1. To submit this appeal the student must send a letter to the Vice President that contains:
  - The reason the student believes an appeal should be granted.
  - Documentation of the legal proceedings that led to the student being listed with the State of Florida as a Sexual Offender/Predators including police reports, court proceedings, adjudication, time served and parole information. If this information is not received with the letter of appeal, the Vice President for Student Affairs may attempt to collect it through other means.
  - The names and contact telephone numbers of at least three professional references who can attest to the student’s ability to function without harm to a learning community (which include persons under the age of 18.) This could include probation officers, therapists, employers, and clergy.
  - The name and contact information for the therapist of the sex therapy group that was required as part of the legal sanction or in which the student/applicant participated.

2. Once the full documentation is received, the Vice President of Student Affairs will review it carefully, conduct telephone interviews with references provided, share all of the information with the Campus President (or her designee) of the campus on which the student plans to enroll, and talk with the appellant about the situation presented.
3. If there is sufficient reason at this point to believe an appeal may be granted, the Vice President of Student Affairs and the Campus President, or their designees, will conduct a face to face meeting with the student to determine the risk the student poses to the campus learning environment. The final decision will be made based on the full documentation received and the meeting with the student.
4. The student will receive a letter of the decision from the Vice President of Student Affairs.
5. The Vice President for Student Affairs will monitor the student's enrollment each term through their degree completion at Valencia. Any behavioral issues will result in immediate and permanent expulsion from Valencia College.

### **Applicants/Employees**

The College has determined that the employment of persons officially designated as Sexual Offenders/Sexual Predators would be disruptive of the orderly process of the College's programs and/or would interfere with the rights and privileges of other members of the College community. In accordance with §1001.64(46), F.S., the College may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct if determined to be in the best interest of the College. Accordingly, applicants for employment at the College who are officially designated as Sexual Offenders/Sexual Predators will be excluded from further consideration, and employees who are officially designated as Sexual Offenders/Sexual Predators shall be given the opportunity to resign, or in the alternative, shall be separated from the College in accordance with applicable policies and procedures, including without limitation Policies 6Hx28: 3F-03 and 6Hx28:3E-05.1.

*Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus or by calling FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at [www.fdle.state.fl.us/sexual\\_predators/search.asp](http://www.fdle.state.fl.us/sexual_predators/search.asp).*