



POLICY: 6Hx28: 8-02

Responsible Official: Vice President, Student Affairs

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 09-28-2016

Admissions

Policy:

- 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:
 - A. Associates degree, Bachelors degree, or Technical certificate students must submit official high school and/or college transcripts from each institution attended. High school transcripts 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.]
 - 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 5th 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.

Policy**History:**

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

Related**Documents/Policies:**

None

Procedure

Statement:

- 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. 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

- IV. 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.
- V. 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.
- VI. 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.

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; Formerly 6Hx28:10-01

Policy & Procedure superseded by amendment 10-25-2017