



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

Responsible Official: Vice President, Student Affairs

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

Effective Date: 09-18-2012

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## Admission

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### Policy:

**The District Board of Trustees, in conjunction with the Admission and Records Office, will determine admissions requirements for the purpose of matriculation to the College.** 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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### 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.

Degree/Certificate seeking applicants (see definitions below) 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. Valencia follows criteria developed by the Florida College Registrars and Admissions Officers High School Integrity Committee in response to the 2011 Program Integrity rules outlined by the U.S. Department of Education. International applicants must also provide proof of English

literacy via TOEFL or LOEP; declaration of financial support; and English translation and evaluation of all foreign credentials in order to be issued the I-20 [Certificate of Eligibility for Non-Immigrant (F-1) Student Status.] Dual Enrollment students are only required to submit an official, final high school transcript showing their date of graduation from high school.

#### Definitions of Degree-Seeking Students:

- A. 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:
- B. Have a 3.0 high school grade point average, and
- C. Meet minimum scores for college readiness on the Postsecondary Education Readiness Test (PERT) or other approved alternatives, and
- D. Have completed the 10th grade or higher, and
- E. Have not met the Florida minimum requirements for high school graduation, and
- F. Have not received disciplinary action for a Level III or IV infraction of school district conduct policy.

Current high school students attending an Orange or Osceola County public school may be admitted to Career Dual Enrollment based on the following criteria:

- A. Have a 2.5 high school grade point average, and
- B. Meet minimum scores for college readiness on the Postsecondary Education Readiness Test (PERT) or other approved alternatives, and
- C. Enroll in courses leading to a career-themed program of study toward an Associate of Science degree or Technical Career Certificate, and
- D. Have completed the 10th grade or higher, and
- E. Have not met the Florida minimum requirements for high school graduation, and
- F. Have not received disciplinary action for a Level III or IV infraction of school district conduct policy.

Current high school students attending an Orange or Osceola County public school may be admitted to Career Dual Enrollment based on the following criteria:

- A. Have a 2.5 high school grade point average, and
- B. Meet minimum scores for college readiness on the Postsecondary Education Readiness Test

(PERT) or other approved alternatives, and

- C. Enroll in courses leading to a career-themed program of study toward an Associate of Science degree or Technical Career Certificate, and
- D. Have completed the 10th grade or higher, and
- E. Have not met the Florida minimum requirements for high school graduation, and
- F. Have not received disciplinary action for a Level III or IV infraction of school district conduct policy.

Courses taken for dual enrollment must meet a high school graduation requirement. Additional or alternative criteria may be established through the Dual Enrollment Articulation Agreement negotiated annually with each participating school district. The college serves the right to restrict dual enrollment based on limited capacity.

- A. Associate's degree: Students who are pursuing an Associate in Arts degree, Associate in Science degree, or Associate in Applied Science degree.
- B. Bachelor's degree: Students who are completing the additional program requirements beyond an Associate's degree for a Bachelor of Science degree.
- C. Technical certificate/career certificate: Students who are pursuing an industry/job certification program that is less than 60 credits.

Non-degree seeking applicants (see definitions below) do not need to provide official transcripts unless needed for course pre-requisite purposes.

- A. Personal Interest: Students who are taking courses for personal interest with no intent to receive a degree or certificate.
- B. Job Improvement: Students who are taking courses for job improvement with no intent to receive a degree or certificate.
- C. 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.
- D. 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. Valencia follows criteria developed by the Florida College Registrars and Admissions Offices High School Integrity Committee in response to the 2011 Program Integrity rules outlined by the U.S. Department of Education.
- E. 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.

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

G. Receipt of Official Notification of Student as Sexual Offender or Predator

1. 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.
2. 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".

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**Related Items:**

Sex Offender Procedures <http://valenciacollege.edu/generalcounsel/policy/documents/Sex-Offender-Procedures.pdf>

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**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; Formerly 6Hx28:10-01

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**Procedure**

**History:**

Adopted 1-19-83; Amended 11-18-92; Amended 12-20-05; Amended 11-05-10; Amended 6-20-2012; Formerly 6Hx28:10-01

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Repealed