SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES

POLICY NO. 3.16

TITLE: ADMISSION OF STUDENTS

LEGAL AUTHORITY: FLORIDA STATUTE 1007.263; STATE BOARD OF EDUCATION RULE 6A-10.0240

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR STUDENT SERVICES

The president is authorized to establish rules governing the admissions of students to South Florida State College in accordance with statute, law, and rule.

South Florida State College (SFSC) shall ensure that all students admitted to the College are citizens of the United States or lawfully present in the United States, as required by Rule 6A-10.0240(1)(a)1., Florida Administrative Code.

Prior to being granted admission, each applicant must provide an attestation that the applicant is a citizen of the United States or lawfully present in the United States. Prior to enrolling in the College, an admitted applicant must provide documentation of such citizenship or lawful presence. Admission alone does not authorize enrollment or course registration until the documentation requirement has been satisfied.

An applicant whose admission or enrollment is denied for failure to establish United States citizenship or lawful presence shall receive written notice of the basis for the decision and an opportunity to appeal in accordance with College procedures. The appeal shall be reviewed by the president or the president's designee, who shall not be the individual who made the initial adverse decision.

The College shall publish its admission policies and procedures, including the process for notification of admission decisions and the appeal process, on the College website and in the College Catalog. The president may also direct publication of substantially identical information in the Student Handbook and other admissions materials.

The president is authorized to revise implementing procedures as necessary to conform to controlling law and guidance and shall recommend any material amendment to this policy to the District Board of Trustees.

HISTORY: Last Revised 10/27/26

Issued by District Board of Trustees: 8/10/84
Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12
Revised: 11/28/01, 1/29/20, 10/27/26