

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3150

TITLE: ADMISSION TO BACCALAUREATE, ASSOCIATE, CERTIFICATE, DIPLOMA, ADULT EDUCATION, AND OTHER PROGRAMS

BASED ON POLICY: 3.15 ADMISSION TO BACCALAUREATE, ASSOCIATE, CERTIFICATE, DIPLOMA, OR SPECIAL COURSES/PROGRAMS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

I. Purpose:

To establish standards for admission to the baccalaureate, associate, certificate, diploma, adult education, and other programs based on guidelines prescribed by Florida statutes and the Division of Florida Colleges

II. Procedure:

A. Admission to the baccalaureate degree programs shall include the following criteria:

1. Students must have earned an Associate in Science (A.S.) or Associate in Arts degree (A.A.) from a regionally accredited institution. All other A.S. and A.A. degrees will be reviewed on a case-by-case basis.
2. Students must provide official transcripts from all previous educational institutions attended.
3. International students must have their transcripts evaluated by a recognized international transcript evaluation service.
4. Students with 60 semester credits and no degree will be evaluated, case-by-case, for determining admission to baccalaureate programs.
5. College or university transfer applicants must have at least 60 college credit hours with a minimum cumulative GPA of 2.0 on a 4.0 scale in relevant transfer courses that apply toward the baccalaureate degree.
6. Students applying for selective admission baccalaureate programs must also meet admission criteria specific to the program.

B. Admission to the associate degree programs shall include the following criteria:

1. Students must have a standard high school diploma, a high school equivalency diploma (GED) or previously demonstrated competency in college credit postsecondary coursework.
2. Students who have met all requirements for a standard high school diploma, except for earning passing scores on the 10th grade FCAT (or approved alternate), may be eligible to be admitted to a degree-seeking program (contact the Admissions Office for details).
3. For students who are home schooled, a signed affidavit must be submitted by the student's parent or legal guardian attesting that the student has completed a home education program that complies with Florida statutes.
4. Students must achieve a minimum score on the ACT, SAT, CPT, or PERT or meet exemption criteria. The minimum scores are defined in the current South Florida State College (SFSC) Catalog.
5. Students must submit official transcript(s) or documentation of all coursework completed.

C. Admission for certificate programs shall include the following criteria:

1. Students in career certificate programs must take the complete battery of the Tests of Adult Basic Education (TABE – A LEVEL) or the equivalent College Placement Test (CPT, SAT, ACT, or PERT) or meet the exemption criteria. For advising purposes, students in the college credit certificate program must take the TABE, CPT, ACT, SAT or PERT.
2. Students in the college credit certificate program must submit official transcript(s) or documentation of all coursework completed.

D. Admission to the Adult Basic Education program shall include the following criteria:

1. Students must be at least 16 years of age.
2. Students must take the complete battery of the Tests of Adult Basic Education (TABE).
3. Students must have at least one TABE score below 9.0.

E. Admission to the state of Florida High School Diploma (GED) program shall include the following criteria:

1. Students must be at least 16 years of age.

2. Students must take the complete battery of the Tests of Adult Basic Education (TABE).
 3. Students must score 9.0 or higher on all areas of the TABE.
- F. Admission to the English for Speakers of Other Languages (ESOL) program shall include the following criteria:
1. Students must be at least 16 years of age.
 2. Students must take both the reading and listening portions of the Comprehensive Adult Student Assessment System (CASAS).
- G. Admission to some programs is selective as a result of limited space or other special requirements. Students are considered for admission to these programs based on the date their completed application is received and all program requirements are met.
- H. High-pressure recruitment tactics for the purpose of securing enrollments of active duty military and veterans are banned. The College refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing active duty military and veteran enrollments.

HISTORY: Last Revised: 2/25/20

Adopted: 12/21/94

Reviewed:

Revised: 1/21/02, 5/1/07, 7/15/08, 10/6/09, 4/03/12, 11/11/14, 1/21/20, 2/25/20