

COLLEGE of CENTRAL FLORIDA

POLICY MANUAL



Title: ADMISSION AND READMISSION	Number: 7.00	Page: 1 of 3
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes, 1000.05, 1001.02, 1001.64, 1002.41, 1009.21, 1007.271, 1007.263 FAC: 6A-10.041, 6A-14.060	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 10/26/99, 10/22/02, 10/25/05, 3/27/07, 8/24/10, 6/21/11, 2/25/15	

ADMISSION

It is the intent of the college to provide admission opportunities without regard to race, color, religion, sex, age, national origin, marital status or disability. Specific and detailed rules and procedures for admission to College of Central Florida shall be published in the current college catalog and shall conform to state rules and laws. In order to maintain a safe environment conducive to student learning, the right is reserved to deny admission to applicants for any reason deemed to be in the best interest of the college. The college also reserves the right to establish special conditions on admission, if such conditions are deemed necessary to assure a safe learning environment.

Admission to associate degree programs shall require a standard high school diploma or proof that the student has met all standard high school diploma requirements, a high school equivalency diploma (GED) or, in the case of a student who is homeschooled, a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41. Students who are enrolled in a dual enrollment or early admission program pursuant to F.S. 1009.271 and secondary students enrolled in college-level instruction creditable toward the associate degree, but not toward the high school diploma, shall be exempt from this requirement.

Students who are residents of countries other than the United States must meet minimum admission requirements as determined by the college. For the purposes of assessing matriculation and tuition fees, a student shall be classified as a resident or non-resident based upon F.S. 1009.21.

If a student is denied admission to the college or a program of study, an appeal may be initiated through the office of the Chief Student Affairs Officer. Specific procedures can be found in the college catalog, Student Handbook, the office of the Chief Student Affairs Officer and the Registrar/Enrollment Services office.



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Limited Access Programs

Some programs at the college are considered “limited access” because the number of enrollees is limited according to space or resource availability.

For limited access programs, the President is authorized to establish admission criteria which will be outlined in the college catalog and on the college web site. For most limited access programs, students are required to sign and abide by a statement regarding “Limited Access Program Standards.” For programs that require a licensure examination at the end of the program, the college may deny admission to students who will not qualify to take the license examination unless a special waiver is obtained from the appropriate regulatory agency.

READMISSION

Limited Access Program Readmission

The College of Central Florida is committed to assisting students achieve their career and educational goals through quality instruction in accredited limited access programs of study. With all such programs, the individual student is responsible for initiating and completing the processes for admission, withdrawal and readmission. If a student withdraws from a limited access program and wishes to be readmitted to the program, the following criteria will be used to determine readmission:

- Successful demonstration of competency at the skill level for which they are requesting readmission
- Submission of a readmission application either thirty (30) business days prior to the start of the semester for which they are requesting readmission or by the specific program’s published deadline, whichever comes first
- As with initial entry into limited access programs, readmission of qualified applicants is based on the date the completed application is received by the program office and is subject to space availability. Students may be denied readmission if they have been: (a) dismissed from any limited access program as a result of a professional misconduct



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violation, as described in the Program Standards for each program; or (b) suspended/dismissed from the college as a result of a violation of the Code of Student Conduct. All such incidences will be carefully reviewed by the limited access program administrator as part of the readmission process.

If readmission is denied by the Limited Access Program administrator, students may contact the Office for Instructional Affairs to initiate an appeal of the decision. There they will obtain an appeal form and instructions for completing the process.