

FLORIDA GATEWAY COLLEGE

POLICY

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TITLE: Admissions Criteria

NUMBER: 6Hx12:9-12

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AUTHORITY: District Board of Trustees

PAGE: 1

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RESPONSIBILITY: Vice President for Student Services

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OTHER: State Board of Education Rule 6A-14.0261  
Florida Statutes 1001.64(8)(a) 1002.41; 1007.263;  
1007.265;1009.21

DATE: See History Below

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It is the policy of the District Board of Trustees to develop admissions procedures for all College programs.

History: Adopted: 12/10/74; Effective: 12/10/74; Revised: 12/14/76, 10/9/79, 7/14/87, 6/18/91, 12/10/91, 9/14/93, 3/14/95, 8/13/96, 07/10/2001; 08/28/12

FLORIDA GATEWAY COLLEGE

PROCEDURE

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TITLE: Admissions Criteria

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RESPONSIBILITY: Vice President for Student Services

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NUMBER OF RELATED BOARD POLICY: 6Hx12:9-12

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The Admissions Office will use the following respective procedures to admit applicants to the College.

Florida Gateway College adheres to the open-door admission policy for associate-level degree programs and workforce education programs. Florida Gateway College will not discriminate in education related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. Additionally, FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity.

**I. College Credit Programs:**

High school graduates, home-school graduates, transient students, transfer students, or persons holding a General Education Development (GED®) diploma are eligible for admission into the associate in arts, associate in science, credit certificate, and applied technology diploma programs, subject to minimum standards adopted by the State Board of Education as delineated in Florida Statute 1007.263 Limited access programs in these categories may have selective or supplementary admission requirements to that of general college admission

A high school graduate is defined as someone who has completed the minimum high school graduation requirements as outlined in Florida Statute 1003.43., and from a credible, recognized high school.

A home-school graduate is defined as someone who has been certified, in writing, by the student's parent and/or legal guardian to have successfully completed a home education program, thereby satisfying the minimum high school graduation requirements as outlined by Florida Statute 1002.41.

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A transient student is defined as someone who is currently a student at another postsecondary institution that is seeking course work at Florida Gateway College.

A transfer student is defined as someone who has attended another postsecondary institution and is now seeking to become a Florida Gateway College student.

A GED® (General Equivalency Development) student is defined as a student who has successfully passed a group of five tests encompassing the subject areas of writing, math, reading, science, and social studies. When passed, this certifies that the taker has high school level academic skills.

Students who have earned an Associate in Science (A.S.), Associate in Arts (A.A.) or higher degree with a GPA of 2.0 or above from a regionally accredited institution or university are eligible to apply for general college admission at the baccalaureate level.

A. First-time in college (FTIC) applicants for admission must submit:

1. a complete FGC application for admission, inclusive of the residency affidavit, and
2. official transcripts from a recognized, credible high school, if applicable for program selection, which verify high school graduation with graduation date posted, and/or an official GED® transcript, and/or a signed and notarized home school affidavit attesting to the student's completion of a home education program pursuant to the respective state statute in which home school education/graduation was achieved

B. Continuing/Re-Admit applicants for admission must submit:

1. a complete FGC application for admission, inclusive of the residency affidavit, and;
2. official transcripts (if not previously provided) from a recognized, credible high school, if applicable for program selection, which verify high school graduation with graduation date posted, and/or an official GED® transcript, and/or a signed and notarized home school affidavit attesting to the student's completion of a home education program pursuant to the respective state statute in which home school education/graduation was achieved;

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3. official transcripts from all postsecondary institutions (if not previously provided)

**C. Transient applicants for admission must submit:**

1. a complete FGC application for admission, and
2. a transient student form originating from the student's home institution which establishes residency, as well as indicates which courses the student is permitted to take at FGC for transfer.

**D. Transfer applicants for admission must submit:**

1. a complete FGC application for admission, inclusive of the residency affidavit,
2. official transcripts from a recognized, credible high school, if applicable for program selection, which verify high school graduation with graduation date posted, and/or an official GED® transcript, and/or 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 the respective state statute in which home school education/graduation was achieved. . Transfer students who provide proof that they have satisfactorily completed college level classes at a regionally accredited college or university and have provided necessary placement scores may not be required to furnish proof of high school graduation.

**E. Personal enrichment (non-degree seeking) applicants for admission must submit:**

1. a complete FGC application for admission, inclusive of the residency affidavit, and
2. official transcripts, if applicable for curriculum selection.

**F. Baccalaureate level applicants for general college admission must submit:**

1. a complete FGC baccalaureate application for admission, inclusive of the residency affidavit;

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2. official transcripts from a recognized, credible high school which verify high school graduation with graduation date posted, and/or an official GED® transcript, and/or a signed and notarized home school affidavit attesting to the student's completion of a home education program pursuant to the respective state statute in which home school education/graduation was achieved;
3. Official transcripts from a regionally accredited college or university indicating that the applicant has earned as Associate in Science (A.S.), Associate in Arts (A.A.) or higher degree with a GPA of 2.0 or higher.

**G. International applicants for admission must submit:**

1. a complete FGC international student application for admission,
2. a confidential financial statement reflecting evidence of adequate financial resources for the period of enrollment,
3. all foreign educational transcripts which must be evaluated by a National Association of Credential Evaluation Services (NACES) approved foreign credential evaluation and translation service, and
4. test of English as a Second Language (TOEFL) scores, with a minimum score of 500 on the TOEFL paper exam, 173 on the TOEFL computerized-based test, or 61 on the TOEFL internet-based test.

All of the aforementioned items must be received before a decision regarding acceptance to the college can be made, or an I-20 can be issued by the college.

5. Upon arrival at FGC, the international student is required to provide
  - a. copies of all immigration documents, including passport, and
  - b. proof of health insurance to cover medical costs while in the United States.

International students are assessed tuition at full cost. Fees are due at the time of registration and may be paid in cash, check, or money order in U.S. currency.

**H. Undocumented student admissions:**

1. Undocumented students may be admitted on a case-by-case basis.
2. All undocumented students will be assessed the full cost of tuition.

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**II. Post-Secondary Adult Vocational Programs:** (Vocational Credit Certificate Programs): High school graduates, home-school graduates, persons holding high school equivalency diplomas, persons holding certificates of completion, or applicants sixteen (16) years of age or older who are not regularly enrolled in another public school will be eligible for admission to vocational programs. Limited access programs in this category have selective or supplementary admission requirements to that of general college admission

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History: Adopted: 11/18/91; Effective: 11/18/91; Revised: 9/14/93; 3/14/95, 8/13/96, 07/10/2001;12/1/08; 05/04/09;02/11/10; 6/15/10; 10/04/10; 03/08/11; 08/28/12; 09/18/12; 11/06/12