



REGULATION: FGCU-PR3.005

*Effective
Date of
Regulation:*

Graduate Admissions

10/26/2011

A. GENERAL STATEMENT

Florida Gulf Coast University encourages applications from all qualified individuals regardless of age, race, religion, national origin, color, sex, sexual orientation, disability, marital status, or veteran's status. All credentials and documents submitted during admission (from submission of the application to rendering of an admission decision) and enrollment (from the admission decision to registration for course work) become the property of FGCU and will not be returned to the applicant. Furnishing any false or fraudulent statements or information in connection with the admission or enrollment process may result in disciplinary action, including, but not limited to, denial of admission, suspension of registration, invalidation of credits or degrees earned, and/or dismissal from the University.

B. GRADUATE ADMISSION REQUIREMENTS

Applicants to graduate degree programs or post-baccalaureate professional programs are required to meet minimum University admission requirements. Individual programs may set additional criteria or more selective requirements and may be limited by space or other considerations. Consequently, meeting minimum University admission requirements does not guarantee admission to a particular program. In order to be considered for admission to a graduate program at FGCU, an applicant must:

1. Have a bachelor's degree or equivalent from a regionally accredited institution or equivalent foreign institution;
2. Present an official standardized admission test score, if required. (Refer to the college/program description for approved standardized tests.); and
3. Meet at least one of the following criteria:
 - a) An applicant must have a GPA of 3.0 (or equivalent) or greater (on a 4.0 scale) for the last 60 hours of the baccalaureate degree. No entrance exam is required unless the GPA is less than 3.0. If the GPA is less than 3.0, then an applicant must have a minimum entrance score on the Graduate Record

- Exam (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) set at the program level, or
- b) A graduate degree from a regionally accredited institution or equivalent foreign institution, unless the Program specifically requires the GRE, GMAT or MAT.
4. All graduate applicants must indicate whether or not Florida residency is claimed.

C. EXCEPTIONS TO THE ABOVE REQUIREMENTS

The University may admit up to 10% of its total graduate admissions in a given academic year as exceptions to the minimum University graduate admission requirements defined above. An applicant who does not meet the minimum University requirement for admission and who wishes to apply for an exception must (1) explain why his/her undergraduate or entrance exam performance does not fully represent potential for success in a graduate program, and (2) present additional evidence of potential for academic success at the graduate level, such as excellent letters of recommendation from academicians or professionals in the discipline, performance in previously taken graduate courses, or other relevant professional, educational, or life experiences. Each request for an exception must include a statement describing the special circumstances of the applicant. Review of an application for exception and subsequent endorsement or denial will be made by the graduate program and/or college, as appropriate, subject to final approval by Graduate Studies.

D. FORMER STUDENT RETURNING

A former FGCU degree seeking graduate student who has not completed a graduate degree at FGCU and who has not been enrolled for at least one year (three consecutive semesters) must submit a new admission application by the appropriate application deadline. To be eligible for readmission, a student must be in good standing and be eligible to return to the last institution attended, including FGCU. If admitted, the program will determine which previously earned credits can be applied towards graduation.

E. CHANGE IN GRADUATE PROGRAM OR COLLEGE

Students wishing to change major fields of study either between graduate colleges or graduate programs within the same college must withdraw from their current program and complete a new graduate application. The new application will follow the same review procedure and admission criteria specified by the University and program as for a first-time applicant. Change of a college or program results in the term of entry being shifted to the most current University catalog.

F. INTERNATIONAL STUDENT ADMISSION

FGCU is authorized under federal law to enroll nonimmigrant students. Applicants are classified as international if they are not United States citizens, do not hold dual citizenship (U.S. and another country), are not permanent residents, and if they are applying for an F-1 student visa or a J-1 Exchange Visitor visa (exchange visitors are classified as either scholar or student). International students must meet University admission requirements and admission criteria for the program to which they apply and satisfy the following:

1. International students must have all credentials and admission information submitted to the Office of Graduate Studies prior to the published deadline on the Graduate Studies website for international students.
2. An international applicant must be academically eligible for admission to the program at the level of entrance requested by the applicant. An international student must demonstrate the required level of academic preparation as evidenced by official copies of any academic records needed to ascertain the comparability of the level and quality of the student's previous education and achievement to that required for other students. Credit earned from institutions outside the U.S.A. must be evaluated on a course-by-course basis by World Education Services, Josef Silny & Associates, Incorporated, or any other evaluation company approved by the National Association of Credential Evaluation Services (NACES). The applicant pays for this service and is responsible for contacting the evaluating agency directly and ensuring that academic credential reports are submitted to FGCU by the application deadline. Academic documents must be translated into English and evaluated by a reputable credential evaluator.
3. International students currently attending any institution in the United States must submit an FGCU International Student Visa Clearance Transfer Form to be completed by the current school the student attends. The school official must designate Florida Gulf Coast University as the "transfer to" institution and must confirm the student's status as an F or J visa holder.
4. Applicants must demonstrate English proficiency in accordance with University policy and will be required to submit acceptable TOEFL (Test of English as a Foreign Language) scores unless the country of origin uses English as the official language. A minimum score of 213 is required on the computerized TOEFL, 79 on the internet based TOEFL, and 550 on the paper based TOEFL. With the approval of the Director of Graduate Studies and the appropriate college dean, applicants may furnish satisfactory evidence of English competency in lieu of the TOEFL. Examples of satisfactory evidence include, but are not limited to, completion of the IELTS (International English Language Testing System, www.IELTS.org) with a minimum score of 6.5; completion of English Composition I and II (ENC 1101 and ENC 1102, or

- equivalent) with a grade of C or higher; and/or a minimum of 60 credits satisfactorily completed at an accredited institution of higher education where all courses are taught in English.
5. In order for the University to issue a Certificate of Eligibility (Form I-20 or a DS2019) to an international applicant, the applicant must file a Confidential Financial Statement from the applicant's financial institution confirming the availability of sufficient resources to cover tuition, fees, books, room and board, health insurance, and other living expenses while enrolled at the University.
 6. Each international applicant determined to be academically and financially eligible for admission must submit a health history form including proof of immunizations, as required by the University, prior to enrollment at the University.
 7. For a J-1 student, the Confidential Financial Statement must document that the applicant is directly or indirectly financed by the U.S. government, the government of his/her home country, or an international organization of which the U.S. is a member (by treaty or statute); or that he/she is substantially supported by funding from any source other than personal or family funds.
 8. No international student in F or J non-immigrant status shall be permitted to register or continue enrollment without demonstrating that he/she has adequate medical insurance coverage for illness and accidental injury and which meets the following minimum requirements:
 - a) Coverage Period: Policies must provide, at a minimum, continuous coverage for the entire period the insured is enrolled as an eligible student, including annual breaks during that period. Payment of benefits must be renewable.
 - b) Basic Benefits: Room, board, hospital services, physician fees, surgeon fees, ambulance, outpatient services, and outpatient customary fees must be paid at 80% or more of usual, customary, reasonable charge per accident or illness, after deductible is met, for in-network, and 70% or more of usual, customary, and reasonable charge for out-of-network providers per accident or illness.
 - c) Inpatient Mental Health Care: Must be paid at 80% in-network or 60% out-of-network of the usual and customary fees with a minimum 30-day cap (preferably 40) sessions per year.
 - d) Outpatient Mental Health Care: Must be paid at 80% in-network or 60% out-of-network of the usual and customary fees for a minimum of 30 (preferable 40) sessions per year.
 - e) Maternity Benefits: Must be treated as any other temporary medical condition and paid at no less than 80% of usual and customary fees in-network or 60% out-of-network.

- f) Inpatient/Outpatient Prescription Medication: Must include coverage of \$1,000 or more per policy year.
 - g) Repatriation: \$10,000 (coverage to return the student's remains to his/her native country).
 - h) Medical Evacuation: \$25,000 (to permit the patient to be transported to his/her home country and to be accompanied by a provider or escort, if directed by the physician in charge).
 - i) Exclusion for Pre-Existing Conditions: First six months of policy period, at most.
 - j) Deductible: Maximum of \$50 per occurrence if treatment or services are rendered at the Student Health Center; maximum of \$100 per occurrence if treatment or services are rendered at an off-campus ambulatory care or hospital emergency department facility.
 - k) Minimum coverage: \$200,000 for covered injuries/illnesses per policy year.
 - l) Insurance Carrier must, at a minimum, meet the rating requirements specified in Part 62.14(c)(1) of Title 22 of the Code of Federal Regulations.
 - m) Policy must not unreasonably exclude coverage for perils inherent to the student's program of study.
 - n) Claims must be paid in U.S. dollars payable on a U.S. financial institution.
 - o) Policy provisions must be available from the insurer in English.
9. International students are subject to the same University policies and procedures that apply to all students, such as admission, enrollment, immunization, etc. Additionally, international students are obligated to follow and comply with the laws and regulations set by the United States Department of State, the United States Department of Homeland Security, and the United States Citizenship and Immigration Services.

G. STUDENTS WITH DISABILITIES

An individual requesting special consideration for admission (petition) due to a disability must provide appropriate documentation (less than five years old) that supports the ability to succeed at the graduate level. This documentation should explain how the disability likely affected the reason for the special consideration request (i.e., entrance exam score, GPA, etc.). The Office of Adaptive Services will review this petition and all accompanying documentation, and will offer an opinion to the graduate program to which the applicant has applied. It is then up to the discretion of the individual graduate program whether to grant the applicant special consideration for the disability. The final admission decision will be made by the graduate program in question.

H. PRIOR CONDUCT

Consideration shall be given to the past actions of any person applying for admission when such actions have been found to disrupt or interfere with the orderly conduct, processes, functions or programs of any other university, college or community college. Consideration may also be given to past conduct while not a student. The University may deny admission or enrollment to an applicant because of the applicant's past misconduct on campus, off campus or while not a student, if determined to be in the best interest of the University.

I. PROBATIONARY ADMISSION

1. **Provisional Admission.** Applicants accepted for admission who applied using unofficial documents and whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Studies can be admitted provisionally, pending receipt of these missing items. The official transcripts and/or test scores must be received within the first semester of attendance. Registration is permitted for one semester only and if official documentation is not received prior to the start of the second semester the student will not be permitted to register for the second semester. Failure to provide the missing documents by the end of the first semester of attendance may result in a student's provisional admission into a degree program being rescinded and the transcript of completed coursework reflecting non-degree status.
2. **Conditional Admission.** Students who satisfy University minimum requirements for admission but not program or college specific requirements may be admitted conditionally by the program or college. These conditions may include attendance in specific core or remedial courses and/or required earned GPA of 3.0 for those courses. Each college and/or program is responsible for monitoring conditionally admitted students. The college and/or program will inform the Office of Graduate Studies if the student has failed to meet the conditions. Failure to satisfy specified conditions put forth by the college or program by the deadline established will result in a student having his/her admission to the degree program rescinded and the transcript of completed coursework reflect non-degree status.

J. ACCEPTING OR DEFERRING GRADUATE ADMISSION

A student is admitted for a specified semester and graduate program as noted in the official acceptance notification. Students admitted to a program must respond in writing, by the date defined by the program, as to their intention to accept or reject the offer of admission. Because deferment of admission policy is set by individual programs, check with the individual graduate program of interest for details.

K. APPEAL FOR RECONSIDERATION

The college or program will inform applicants denied admission in writing with an explanation as to why this decision was warranted. Denied applicants who meet both the minimum University and program criteria and who wish to appeal the decision must write to the graduate program representative or college designee within thirty (30) days of the date of admission denial to request reconsideration.

L. IMMUNIZATION REQUIREMENT

In addition to the requirements for graduate admission, and as a prerequisite to registration for classes as a degree seeking or post-baccalaureate non-degree seeking student, the State of Florida and FGCU require all on-campus students (except those granted exemptions because of age, medical or religious reasons) to present documented proof of immunizations against measles (Rubeola) and Rubella, meningitis and hepatitis B diseases or sign a waiver (if they are over 18 years of age). Prior to initial registration for classes, each student must submit a completed FGCU Immunization History Form, available online, or proper immunization documentation to Student Health Services. Questions about acceptable proof, exemptions, or temporary medical deferments should be directed to Student Health Services/Immunization Department.

M. TRANSFER CREDIT

1. Students may transfer into a graduate program at FGCU a limited number of credit hours from graduate level courses completed at a regionally accredited college or university, or equivalent foreign institution. Check with the individual graduate program regarding allowable transfer credits.
2. The Office of Graduate Studies is responsible for articulating transfer credit to the FGCU transcript.
3. The University reserves the right to evaluate transfer courses on an individual basis. The date any previous course work was completed and concordance of content to current program requirements are factors that may be used to determine course transfer and acceptance toward degrees.
4. Awarding transfer credit
 - a) Transfer courses must be applicable toward the graduate degree being sought at FGCU and must be approved by the college Dean (or designee). Check with the individual program in question regarding restrictions on the acceptance of transfer credits, including any time limitations.
 - b) Military Service. Official credentials from military service schools will be evaluated on the basis of American Council on Education (ACE) recommendations. Credit may be granted when courses are equivalent to

those offered by FGCU; however, recommendations by the ACE are not binding upon the University.

- c) An equivalent FGCU course number will be entered on the student's official academic transcript.
- d) Transfer credits will not be computed as part of a student's FGCU grade point average.
- e) Accreditation status and evaluation of credits from an institution outside the U.S.A. must be made on a course-by-course basis by World Education Services, Josef Silny & Associates, Incorporated, or any other evaluation company approved by the National Association of Credential Evaluation Services (NACES). The applicant pays for this service and is responsible for contacting the evaluating agency directly.
- f) All transfer credit evaluations are completed after admission to the University. Only official transcripts will be evaluated.
- g) Transfer students from non-regionally accredited Florida institutions that follow the state common course numbering system may have a limited number of courses transferred.
- h) Transfer of credit from an institution based on the quarter system will be converted to the semester system by dividing the number of course credits by a factor of 1.5.

Action by Florida Gulf Coast University Board of Trustees:

Approved: 9/20/11

Specific Authority:

Board of Governors' Regulation 6.001, 6.003, 6.007, 6.009, 6.018

Action by the Board of Governors:

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