

**Florida Gulf Coast University Board of Trustees  
April 21, 2009**

**SUBJECT:** Regulation: FGCU-PR2.001 Undergraduate Admissions

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**PROPOSED BOARD ACTION**

Approve the Undergraduate Admissions Regulation

**BACKGROUND INFORMATION**

The proposed regulation is pursuant to Florida Board of Governors (BOG) "Regulation 6.020 Undergraduate Admission," which requires university boards of trustees to develop policies and procedures for the acceptance of undergraduate students. The policies are to be aligned with the expectations as outlined in the aforementioned BOG regulation. FGCU is proposing adoption of the attached regulation that provides the criteria and procedures by which eligible candidates may be considered for admission to the University.

These regulations reflect current FGCU practice as written in the latest University Catalog and comply with BOG requirements pertaining to the admission of undergraduate students in the State University System.

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**Supporting Documentation Included:** Undergraduate Admissions Regulation (FGCU-PR2.001)

**Prepared by:** Director of Admissions Marc Laviolette

**Legal Review by:** General Counsel Vee Leonard (March 17, 2009)

**Submitted by:** Vice President for Administrative Services and Finance Joe Shepard

# FLORIDA GULF COAST UNIVERSITY

## NOTICE OF REGULATORY ACTION

March 19, 2009

**REGULATION TITLE:**

Undergraduate Admissions

**REGULATION NO.:**

FGCU-PR2.001

**SUMMARY:**

This regulation reflects current practices for undergraduates and complies with the requirements outlined by the Board of Governors.

**FULL TEXT:**

The full text of the regulation being proposed is attached and can also be found at <http://www.fgcu.edu/generalcounsel/promulgation.asp>

**LAW IMPLEMENTED:**

*Specific Authority:*

§1001.74 F.S.

*BOG Regulations*

6.001, 6.002, 6.004, 6.005, 6.006, 6.007, 6.009

**UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:**

Marc Laviolette, Director of Admissions

**UNIVERSITY OFFICIAL APPROVING THE PROPOSED REGULATION:**

Dr. Joseph Shepard, Vice President for Administrative Services and Finance

**PERSON TO BE CONTACTED REGARDING THE PROPOSED NEW REGULATION:**

Diane St. John, Administrative Assistant, [dstjohn@fgcu.edu](mailto:dstjohn@fgcu.edu); (239) 590-1101 (Phone), (239) 590-7470 (Facsimile); 10501 FGCU Blvd. South, Fort Myers, FL 33965-6565

**ANY COMMENTS REGARDING THE PROPOSED NEW REGULATION SHOULD BE SUBMITTED IN WRITING ON OR BEFORE APRIL 3, 2009 2009 BY 5:00 P.M. THE COMMENTS MUST IDENTIFY THE REGULATION ON WHICH YOU ARE COMMENTING.**

**THIS NOTICE WAS POSTED ON THE FGCU WEBSITE ON: MARCH 19, 2009.**



## REGULATION: FGCU-PR2.001

Effective  
Date of  
Regulation:

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### Undergraduate Admissions

(1) General Statement. Florida Gulf Coast University encourages applications from all qualified applicants regardless of age, race, religion, national origin, color, sex, sexual orientation, disability, marital status, or veteran's status. The Office of Admissions provides prospective students, parents, and other interested individuals with admission counseling, presentations, tours, and informational workshops. All credentials and documents submitted during the admission (from submission of the application to rendering of an admission decision) and enrollment (from admission decision to registration for course work) process become the property of FGCU and will not be returned to the applicant or forwarded to another institution, agency or person. Furnishing any false or fraudulent statements or information in connection with the admission or enrollment process may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

Admission to the University does not guarantee admission to programs designated as limited access, teacher certification, or other programs that have application criteria beyond the minimum criteria for admission to the University. Current limited access programs are nursing, athletic training, human performance, professional golf management and music. Program descriptions provide additional admission requirements and application deadlines.

(2) Application. The latest information regarding the application process is found on the University's website. Applicants are encouraged to apply on-line, but may also apply by submitting a paper application.

(3) Application fees.

(a) Application fees for Undergraduate and Non-degree seeking students are required and non-refundable. The application fee is a one-time payment, provided the student is admitted and matriculates within one year (defined as a semester of admission plus the following two semesters) (summer term counts as a semester). If the student fails to complete the application, is denied admission or once admitted does not matriculate within this one year a new application and fee are required.

(b) Students returning to FGCU after a period of non-enrollment (at least one year) either as degree seeking or non-degree seeking, FGCU alumni returning to FGCU, and non-degree seeking students submitting a degree seeking application do not have to submit the application fee. Application fees will be waived in the following situations:

1. When students submit a Request for Waiver of College Application Fee from the SAT or ACT Program Fee-Waiver Service. These SAT/ACT Waiver Forms are obtained from the High School Counselors.

2. For students in financial distress as evidenced by documentation received from an official government services agency, or from the University Financial Aid Office. Letters of request from the students' high school counselors on their own will normally not be sufficient to waive the fee. All such requests are to be reviewed by the Associate Director of Admissions Operations.

3. For special programs initiated by the University that are designed to help specific groups of students who would otherwise not be able to attend the University. Request to waive the application fees for students in these programs should be made to the Director of Admissions well in advance of the program start.

(4) Official Transcripts and Test Scores. Official transcripts and test scores, if applicable, are required of applicants seeking formal admission to FGCU. To be official such documents must be sent directly to FGCU from the issuing institution. It is the applicant's responsibility to have the required documentation forwarded to the FGCU Office of Admissions in order for the application to be processed. Transcripts and test scores, if applicable, must be submitted by the same deadline as applications specified in the Application Deadline section for U.S. Residents. All materials and fees (except the on-line application) are mailed to: Florida Gulf Coast University, Office of Admissions, 10501 FGCU Blvd South, Fort Myers, FL 33965-6565. Official test scores (ACT or SAT), a high school transcript, and transcripts of all previously attended colleges and universities should be sent to the same address.

(5) Application Deadlines for U.S. Residents.

(a) Applicants are encouraged to apply as early as possible – up to twelve months before the requested entry date. Application deadlines are listed on the admissions website. Applicants still enrolled in high school at the time of the application should submit a high school transcript showing at least six semesters of course work. A final high school transcript will be required following high school graduation.

(b) For transfer students, if courses are still "In Progress" at the time of the initial application, then a final transcript showing grades for all course work and any degree conferred should be submitted as soon as possible after completing the work.

(c) Applications received after published website deadlines will be processed on a space-available basis. International (non-US) students should refer to the section on International Admissions for appropriate deadlines.

(6) Early Admission and Dual Enrollment.

(a) FGCU has full-time early admission and dual enrollment agreements with local school boards and private high schools for academically talented students who would like to challenge themselves by enrolling either part-time or full-time at FGCU and taking courses that will count towards high school graduation and university degree completion.

(b) Criteria for Early Admission and Dual Enrollment:

1. Demonstrated exceptional academic ability and college readiness;
2. Achieved a minimum SAT score of 1550 or a minimum ACT score of 23 and a minimum recalculated GPA of 3.3;
3. Enrolled in a rigorous college preparatory curriculum.

(c) Applicants must submit an application for admission, official high school transcript, and official ACT or SAT test score. In addition an FGCU Early Admission / Dual Enrollment Authorization Form must be completed by the high school, signed by the student's parent or guardian, and submitted with the application for admission. Eligibility criteria are established by written agreement between each school, school district and the University and are subject to revision. Forms and information are available at the Admission's website and the Office of Admissions.

(7) First-Time-In-College Students

(a) First-Time-In-College Students (FTIC), are defined as students who have earned a high school diploma or its equivalent and who have earned no more than eleven (11) semester hours of transferrable credit after high school graduation.

(b) A FTIC student must be a graduate of an accredited high school and have completed 18 Carnegie units which are year-long courses and not remedial in nature. FGCU recalculates the student's high school grade point average using grades in the following: 4 units of English (at least three with substantial writing); 3 units of mathematics at the level of algebra I or higher (algebra A, B is equivalent to one unit of algebra I); 3 units of natural science (at least two with a laboratory); 3 units of social science (includes history, political science, economics, psychology, and sociology); 2 units of one foreign language (American Sign Language can substitute for a foreign language); and 3 academic electives. One point will be added for credits earned in Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE) courses and Dual Enrollment courses for grades of D or higher. One half unit will be added for honors courses, Pre-AICE and Pre-IB for grades of D or higher.

## UNDERGRADUATE ADMISSIONS

(c) Academic and elective courses are listed in the Counseling for Future Education Handbook published by the Florida Department of Education. Initial application review is based on high school grade point average in the academic units and performance on one standardized admission test. Acceptable tests include the SAT, SAT-I, ACT, or the E-ACT. Students who graduate from high school in 2006 or later must submit the new SAT with the writing test or an ACT with the writing test.

(d) First-time-in-college students are considered for admission to FGCU based on the following:

1. A 3.0 (recalculated) grade point average on a 4.0 scale paired with one of the standardized admission tests. Subsections of each test must be above minimum/remedial levels, as determined by the Florida Board of Governors and the State Board of Education. (Currently the remedial levels are: SAT Reasoning revised Critical Reading score of 440, Math score of 440 or enhanced ACT minimum score of 17 for English, 19 for Math, and 18 for Reading). In addition, students who submit SAT scores must achieve a minimum of 440 on the SAT Writing sub section.

2. A combination of high school GPA and admission test score as indicated in the scale below based on the *State University System Minimum Freshman Eligibility Index for Admission Consideration* (subsections of each test must be above minimum/remedial levels as described above):

<u>High School GPA</u>	<u>ACT Composite</u>	<u>*SAT Reasoning (Total of Critical Reading, Writing, and Math)</u>
<u>2.0</u>	<u>25</u>	<u>1680</u>
<u>2.1</u>	<u>24</u>	<u>1620</u>
<u>2.2</u>	<u>24</u>	<u>1620</u>
<u>2.3</u>	<u>23</u>	<u>1560</u>
<u>2.4</u>	<u>22</u>	<u>1510</u>
<u>2.5</u>	<u>21</u>	<u>1450</u>
<u>2.6</u>	<u>21</u>	<u>1450</u>
<u>2.7</u>	<u>21</u>	<u>1450</u>
<u>2.8</u>	<u>21</u>	<u>1450</u>
<u>2.9</u>	<u>20</u>	<u>1390</u>

\* SAT taken after incorporation of the SAT Writing section

A freshman applicant who meets the *State University System Minimum Freshman Eligibility Index for Admission Consideration* is not guaranteed admission to

the University, even though everything possible will be done to admit all qualified applicants who apply by specified application deadlines. However, if the number of qualified freshman applicants exceeds the number the University can enroll; admission will be on a selective basis.

3. Talented Twenty. Any student ranked in the top 20% of their Florida public high school and has passed all academic units required, may be admissible to FGCU and admitted on a space available basis

4. Non-traditional program of study. Any applicant who completed a non-traditional high school program of study which is not measured in Carnegie Units such as home schooling or a student who presents a General Equivalency Diploma (GED) instead of a standard high school diploma may not qualify for admission based on the criteria listed above. Instead, the applicant must present a score of at least 1450 on the re-centered SAT I (Critical Reading + Math+ Writing) or a 21 composite on the E-ACT. Sub-sections of each test must be above the minimum/remedial levels as described above.

5. Profile Assessment. A student applying for admission who does not meet these requirements may be eligible for admission through a student profile assessment, which considers additional factors, including, but not limited to, the following: family educational background, socioeconomic status, graduation from a low-performing high school, graduation from an international baccalaureate program, the length of time since high school graduation, geographic location, and special talents. These additional factors shall not include preferences in the admissions process for applicants on the basis of race, national origin or sex. These students may be admitted if, in the judgment of the Admissions Appeal Committee, there is sufficient evidence that the student can be expected to succeed at the institution.

a. The number of FTIC students admitted each year through profile assessment shall not exceed 10% of the total number of admitted FTIC students.

b. Students admitted though profile assessment shall be monitored and provided a learning plan to help ensure that their retention and graduation rates remain at or near the institution's average. Each year a report will be provided to the Board of Trustees reviewing the success of these students.

(8) Lower Division Transfer. Students who are lower division transfer applicants (those with at least 12 but fewer than 60 semester hours of transferable credit as determined by the Office of Admissions) must meet all requirements of incoming first-time-in-college applicants as described in the above section. These students must also have a minimum cumulative 2.0 grade point average (on a 4.0 scale) in all previous college work and be eligible to return as a degree-seeking student in good standing (with at least a 2.0 GPA) to the last institution attended. They must also have completed two credits of one foreign language or American Sign Language in

high school, or 8 to 10 semester hours in the undergraduate institution attended. An alternate method is by means of credit awarded on the basis of scores on the foreign language subject matter examinations in the College Level Examination Program and MAPS by The College Board.

(9) Upper Division Transfer (Non Florida AA).

(a) Students with at least 60 semester hours of transferable credit (as determined by the Office of Admissions) are not required to submit test scores for admission to the University but test scores may be required for admission to a specific program or to satisfy CLAST admission requirements. If the student's grade point average is at least 2.0 on previous coursework, the applicant is in good standing at the last institution attended and meets the CLAST admission requirements; the applicant is admissible to FGCU. Transfer students must submit the application to the University as well as an official transcript from every postsecondary institution attended.

(b) All applicants who completed two years of one foreign language or two years of American Sign Language in high school must submit the high school transcript as well in order to have these credits fulfill the foreign language requirement. Any student admitted without two years of one foreign language in high school or the equivalent (minimum 8 semester hours) of such instruction at the postsecondary level must satisfy the admission requirement prior to graduation.

(c) Students must pass or be exempt from the College-Level Academic Skills Test (CLAST) for admission to upper level degree programs.

(d) Individual programs may have additional requirements over and above that which is required to gain University admission including a supplemental application, minimum GPA, pre-requisites courses and test scores. Students should verify specific program requirements prior to commencing the application process.

(10) Transfer with Florida AA Degree.

(a) Admission of Associate of Arts (AA) degree graduates from Florida public community colleges, state colleges and state universities will be governed by the Articulation Agreement between the state universities and public community colleges of Florida, as approved by the State Board of Education. These Florida Associate in Arts graduates shall receive priority for admission over out-of-state transfer students. The agreement states that, except for limited access programs, admission as a junior to the upper division of the University shall be granted to any graduate of a state-approved Florida community college, state college or State University System institution who transfers directly to FGCU, who has completed the university parallel program, and who has received the Associate of Arts degree which included all of the following:

1. At least 60 semester hours of academic work exclusive of occupational courses and basic required physical education courses.

2. An approved general education program of at least 36 semester hours;

3. A grade point average of at least 2.0 on a 4.0 system for all college-level academic courses attempted; and

4. Completion of CLAST

(b) All applicants who completed two years of one foreign language or two years of American Sign Language in high school must submit the high school transcript as well in order to have these credits fulfill the foreign language requirement. Any student admitted without two years of one foreign language in high school or the equivalent (minimum 8 semester hours) of such instruction at the postsecondary level must satisfy the admission requirement prior to graduation.

(c) Florida community college, state college or state university Associate of Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement:

1. Admission to one of the ten state universities, except to "limited access" programs (programs that have additional admission requirements).

2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.

3. Transfer of equivalent courses under the Statewide Course Numbering System.

4. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission, AICE, and IB).

5. No additional general education core requirements.

(d) Transfer students must submit an application for admission to the University and official transcripts from every post secondary institution attended.

(e) Individual programs may have additional requirements over and above that which is required to gain University admission including a supplemental application, minimum GPA, pre-requisites courses and test scores. Students should verify specific program requirements prior to commencing the application process.

(11) Former Student Returning. A former student returning is any former FGCU degree-seeking undergraduate student who has not earned a degree, who has not been enrolled at FGCU for at least a year, and who wishes to re-enroll. The former student submits a new admission application by the appropriate application deadline. A new application fee is not required. To be re-admitted, a student must (a) be in good standing and eligible to return to the last institution attended, including FGCU; and (b) have achieved a grade point average of at least 2.0 on a 4.0 scale on all college-level academic courses attempted. Students enrolled in a FGCU Approved study abroad program are exempt from this requirement and will be permitted to re-enroll upon their return to FGCU.

(12) International Student Admission. FGCU is authorized under Federal law to enroll non-immigrant students. Applicants are classified as international if they are not United States citizens, dual citizens, or 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).

(a) International students must meet admission criteria at the level of entrance for the program to which they apply, as well as the following:

1. International students must have all credentials and admission information submitted to the Office of Admissions prior to the published deadline on the Admissions website for international students.

2. Josef Silny & Associates, Incorporated, World Education Services, or The American Association of Collegiate Registrars and Admission Officers (AACRAO) must evaluate credit from institutions outside the U.S. A course-by-course evaluation is required. The applicant pays for this service and contacts the evaluating agency directly.

3. International students currently attending any institution in the United States must submit a visa clearance form issued by FGCU to be completed by their current school designating Florida Gulf Coast University as their transfer institution and confirming their 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. Some programs, including the MS in Health Science, require a TOEFL score greater than the minimum (see program requirements). With the approval of the Director of Admissions and the appropriate 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 ENC 1101 and ENC 1102 (or equivalent) with a grade of C or higher; and/or receipt of an Associate of Arts (AA) degree from a Florida public institution.

5. The applicant must file a Confidential Financial Statement confirming availability of specific funds to finance the first year of study before the University issues the appropriate documents for obtaining a visa.

6. The J-1 student's Confidential Financial Statement must document that the student is directly or indirectly financed by the US government, the government of their home country, an international organization of which the US is a member (by treaty or statute) or if they are substantially supported by funding from any source other than personal or family funds.

7. No international student in F or J non-immigrant status shall be permitted to register, or continue enrollment, without demonstrating that the student has adequate medical insurance coverage for illness and accidental injury and which meets the minimum requirements set forth in FGCU-PR4.008 and the Board of Governors Regulation 6.009.

8. 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 and/or the United States Citizenship and Immigration Services, which may determine the student's eligibility for enrollment, residency status, limitations on credit hours or semesters of study, and length of presence in the U.S.

(13) Academic Amnesty. An undergraduate student may petition the Admissions Appeals Committee to declare academic amnesty.

(a) If academic amnesty is granted, all college-level work (grades and credit) that is at least five calendar years old will be disregarded for admission decisions to the University. When filing for academic amnesty, students follow the regular transfer admission procedures. The application must include a written request for academic amnesty, a statement detailing why amnesty is requested, and documentation supporting the request. Students may not petition for academic amnesty after being accepted to the University.

(b) If the Admissions Appeals Committee approves academic amnesty for a transfer student or a former FGCU student, that student's grade point average will be re-calculated based solely on coursework taken after amnesty is granted. All previous coursework completed at FGCU or accepted as transfer credit by FGCU before

amnesty is granted, will appear on a student's official academic transcript, but will not count towards degree completion. A statement will appear on the official transcript indicating that amnesty has been applied.

(14) Students with Disabilities. A student who is requesting special consideration for admission (petition) due to a disability must provide appropriate documentation (less than three years old) that supports the ability to succeed at the university level. The Admissions Appeals Committee will review this petition for admission. The admission decision will be made on an individual basis from documentation provided by the student. If an admission test score is required for the specific category of undergraduate admission, the test score will not be waived.

(15) All students are required to respond to the questions related to prior conduct on the University admissions application, and are subject to a conduct clearance prior to admission.

(16) Appealing Admissions Decisions.

(a) Applicants denied admissions may appeal the decision to the Admissions Appeals Committee by sending a written request. The Committee meets approximately every three to four weeks. Notification of the Committee's decision will be sent in writing within ten days after the Committee has reviewed the appeal. The Committee is chaired by the Associate Director of Admissions Operations and is comprised of Faculty representatives from each of the five Colleges plus non-voting representation from First Year Advising and Adaptive Services.

(b) Applicants denied admission should submit letters of recommendation, additional test scores, or personal statements/essays to the Admissions Appeals Committee through the Office of Admissions.

(c) If students are admitted to the University yet denied admission to a limited access program, an appeal should be made to the specific program appeals committee.

(17) Deferring Admission. Students who do not enroll the semester they have been admitted may defer admission to a future semester by writing to the Office of Admissions and submitting a "Request for Change of Admission Term" form. Admission in the new term is not automatic, and an applicant requesting a new entry date must meet the admission requirements in effect for the new term. Entry dates for some programs are limited to specified terms. If a student attends another collegiate institution in the interim, an official transcript of all work attempted is required. A new application and application fee are required when deferring admission to a term beginning more than two semesters after the original admission term.

(18) Transfer of Coursework

(a) The Office of Admissions is responsible for receiving and evaluating transfer credit. The office evaluates the acceptability of total credits transferable to FGCU and identifies total credits accepted at the lower division (1000 and 2000 level courses). The college of the student's major assigns equivalent upper division (3000 and 4000 level) courses and graduate (5000 and 6000 level) courses in determining which courses are applicable toward specific degrees.

(b) The University reserves the right to evaluate transfer courses on an individual basis. Age and concordance of content to current requirements may be factors in determining course transfer and acceptance toward degrees; individual colleges and programs have the authority to establish age standards for acceptance of transfer courses.

(c) FGCU evaluates transfer coursework taken at another college or university, if that institution is accredited, or in candidacy for accreditation, by one of the following regional accrediting associations:

1. New England Association of Schools and Colleges, Inc. /Commission on Institutions of Higher Education
2. Middle States Association of Colleges and Secondary Schools
3. North Central Association of Colleges and Schools
4. Northwest Association of Schools and Colleges
5. Southern Association of Colleges and Schools/Commission on Colleges
6. Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities and Accrediting Commission for Community and Junior Colleges.

(d) General guidelines for awarding transfer credit:

1. Credit is not given for technical, vocational, physical education, or pre-college courses, or for courses completed below a grade of D.
2. Credit by departmental examination from another institution will be evaluated on a case-by-case basis. Credits awarded by another institution solely on the basis of SAT or ACT scores will not be accepted by FGCU.

3. Courses with a transfer grade of C- or below may not be used toward completion of Gordon Rule requirements.

4. An equivalent FGCU course number will be entered on the student's official academic transcript.

5. Transfer credits will not be computed into a student's FGCU grade point average.

6. Accreditation status and evaluation of credits from an institution outside of the United States must be made by Josef Silny & Associates, Inc., World Education Services, Inc., or AACRAO with associated costs to be paid by the student. Students may obtain information on these services from the Office of Admissions.

7. All transfer credit evaluations are completed after admission to the University and prior to the student's orientation. Only official transcripts will be evaluated.

8. Transfer students from non-regionally accredited Florida institutions that follow the state common course numbering system may have a limited number of courses articulated.

9. Transfer of credit from an institution based on the quarter system will be converted to the semester system by multiplying the credit by a factor of .67.

(19) Second Baccalaureate Degree. Graduates from regionally accredited four-year U.S. institutions may apply for admission to work toward a second undergraduate degree. The first baccalaureate degree satisfies the general education and Gordon Rule requirements and provides exemption from the foreign language requirement for admission. Second baccalaureate degree applicants should submit all transcripts and an undergraduate application for acceptance into the University. Individual programs may have additional requirements over and above that which is required to gain University admission including a supplemental application, minimum GPA, pre-requisites courses and test scores. Students should verify specific program requirements prior to commencing the application process.

(20) Language Admission Requirement. All admitted undergraduate students must satisfy the statewide foreign language admission requirement or meet exemption criteria. Applicants whose native language is not English must also satisfy this requirement, but may do so with appropriate course work in their native language.

(a) First-time-in-college students and lower level transfer students must complete 8 semester hours of the same foreign language or American Sign Language at the collegiate level or complete two sequential units of the same foreign language in

high school. Lower level students, except those exempt from the foreign language requirement, must satisfy the foreign language requirement prior to admission to the upper division.

(b) Upper division transfer students who have not met the foreign language admission requirement must satisfy the foreign language requirement prior to graduating from FGCU unless exempt. Some limited access programs require that the foreign language admission criteria be met before admission to the program is secured.

(c) Exemption Criteria. A student may be exempt from the state university foreign language requirement if one of the following criteria is met:

1. Received an Associate of Arts degree from a Florida public community college prior to September 1, 1989; or

2. Enrolled in an Associate of Arts program at Florida public community colleges prior to August 1989 and maintained continuous enrollment until admission to and enrollment in FGCU; or

3. Has a baccalaureate degree from a regionally accredited college or university; or

4. Can demonstrate equivalent foreign language competence through credit awarded on the basis of scores on the foreign language subject matter examinations in the College Level Examination Program (CLEP), which must be equivalent to 8 semester hours of college-level work. The minimum scores for awarding CLEP credit and the maximum CLEP credit to be awarded are as outlined in the chart below:

<u>Examination</u>	<u>Minimum Score</u>	<u>Maximum Credit</u>
<u>French</u>	<u>50</u>	<u>4</u>
	<u>59</u>	<u>8</u>
<u>German</u>	<u>50</u>	<u>4</u>
	<u>60</u>	<u>8</u>
<u>Spanish</u>	<u>50</u>	<u>4</u>
	<u>63</u>	<u>8</u>

A minimum score of 443 on the MAPS College Board Latin examination to demonstrate proficiency in a foreign language is also acceptable.

(21) Degree Acceleration Programs. College credits earned by high school or college students on the basis of the College Board's Advanced Placement Program (AP), College Level Examination Program (CLEP), Advanced International Certificate of Education Program (AICE), or the International Baccalaureate Program (IB) will be accepted. Credit received from one exam program may not be duplicated by another, nor duplicated through dual enrollment credit. A maximum of 45 semester hours of AP, CLEP, AICE, IB, correspondence, and military service education credits can be applied toward a degree. For students with more than 45 applicable credits, AP, AICE and IB credits will be transferred before evaluating other credits. AP, IB, and CLEP information regarding courses/areas for which FGCU credit may be assigned is subject to change. Students should consult their academic advisors for up-to-date information. The State Articulation Coordinating Committee, a joint committee of the Department of Education and the Board of Governors, establishes the passing scores and course and course equivalencies for these programs.

(a) Advanced Placement Program (AP). Students must submit an official Advanced Placement transcript from The College Board as evidence of completion of a college-level course taken in high school. If the examination results meet the requirements in the equivalency table listed in the University catalog, the student may be given University credit. The courses listed indicate the FGCU course equivalency that will appear on the student's FGCU transcript. AP equivalence will count toward Gordon Rule requirements if the equivalent course fulfills the Gordon Rule requirement. AP credit will appear on the student's permanent record.

(b) College Level Examination Program (CLEP). Students must submit an official transcript from The College Board for scores to be considered for credit. CLEP examination scores must meet the minimum standards established by the State University System and FGCU. CLEP credit will appear on the student's permanent record. CLEP credit will count toward Gordon Rule Writing and mathematics requirements if the equivalent FGCU course fulfills the Gordon Rule requirement. CLEP credit does not factor into the GPA because a grade is not associated with CLEP credit. However, CLEP credit awarded for ENC 1101 (English Composition I) and for mathematics courses is considered as a grade of "C" for the purpose of CLAST exemption.

(c) International Baccalaureate Program (IB). Students with an IB diploma will be awarded up to 30 semester hours of credit in FGCU courses for scores of four (4) or higher on IB exams, in accordance with the equivalency table in the University catalog. In awarding credit for IB diploma holders, higher level exams will be given priority in awarding credit. Students without an IB diploma will be awarded credit only for higher-level exams on which a score of five (5) or higher is obtained. IB equivalence will count toward Gordon Rule requirements if the equivalent course fulfills the Gordon Rule requirement.

(d) Advanced International Certificate of Education Program (AICE). Like the International Baccalaureate program, the AICE program is an international curriculum and examination program modeled on the British pre-college curriculum and “A-Level” exams.

(e) 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.

(f) Dantes Subject Standardized Tests (DSST). These tests are designed to test student’s knowledge in a variety of college-level subjects and credit will be accepted based on recommendations for exams and passing scores as determined by the State Board of Education.

(g) Credit by Examination. FGCU colleges and departments may offer examinations for academic credit to undergraduate students upon request. The colleges or departments must be directly contacted concerning the availability of examinations.

(h) Articulation Agreements. Articulation agreements between FGCU and several Florida public community colleges allow students with Associate of Science (AS) degrees in some areas to enter FGCU with upper level status.

(22) Immunization Requirement. As a prerequisite to registration as a degree-seeking or non-degree-seeking student, FGCU requires all students born after December 31, 1956, to present documented proof of immunity to measles (Rubeola) and Rubella. All students need to be vaccinated against meningitis and hepatitis B diseases or sign a waiver (if they are over 18 years of age). Prior to initial registration, each student must submit a completed FGCU Immunization History Form to Student Health Services. Students are strongly urged to complete this requirement before attending Orientation.

(a) The following are acceptable proofs of immunization and vaccines:

1. Proof of two vaccinations (doses) of measles received at least 28 days apart and one vaccination of rubella, after 12 months of age. Measles vaccinations must have been received in 1968 or later and Rubella vaccination in 1969 or later; or

2. Proof of immunity by way of a blood test result (titer); or

3. A written, dated statement signed by a qualified health care provider on office letterhead that specifies the date seen and states that the student has had an

illness for three days or more with a rash, fever of 101 degrees or greater, cough and conjunctivitis, and is considered to have had the Rubeola (measles) disease.

4. Proof of meningitis and hepatitis B vaccines or sign a waiver (if over 18 years of age).

(b) Questions about acceptable proof, exemptions, or temporary deferments may be directed to Student Health Services.

(23) Non-Degree Seeking Enrollment. Non-degree seeking enrollment allows a student to enroll in selected courses on a space available basis and has been established for those individuals who do not have an immediate intention to pursue a degree program. Former degree seeking students at FGCU who have not completed a degree program will not normally be permitted to enroll in a non-degree seeking category. Successful completion of courses while in this classification does not provide a basis for regular admission at a later date. Students seeking graduate courses on a non-degree-seeking basis are considered Post-Baccalaureate (Post-Bac) and should reference Graduate Admissions requirements.

(a) Students enrolling in this classification are subject to the following regulations:

1. Non-degree seeking students are subject to the same University rules and regulations as degree seeking students.

2. International students may only enroll as non-degree seeking students with permission from the University due to limitations of certain visa statuses and federal regulations.

3. Non-degree seeking students are not eligible to receive financial aid.

4. Non-degree seeking students are not eligible to stay in University housing or to receive University honors.

5. A degree seeking student denied admission to FGCU may not subsequently enroll as a non-degree seeking student. This restriction will be waived if the student subsequent to the denial from FGCU has completed a degree program or has been a student in good academic standing at another postsecondary institution. Official transcripts will be required in these cases.

6. A non-degree seeking student dismissed from the University will not be eligible for admission as a degree seeking student.

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7. A non-degree seeking student is limited to 15 credit hours of undergraduate coursework. A college may waive this restriction for students wishing to enter specific degree programs in special circumstances.

8. Hours taken at FGCU as a non-degree-seeking student cannot be used to meet the 60 transferable hours required for admission as an upper division student.

9. A non-degree seeking student must be in good academic standing at his/her previous institution (including FGCU) and eligible to return.

10. Registration for classes is on a space-available basis, subject to any required course prerequisites and other restrictions as determined by the applicable College or Program.

11. Registration is in accordance with the deadlines posted on the academic calendar.

12. First time in college students will not be allowed to enroll in a non-degree seeking status.

(b) Application Procedure.

1. Non-degree-seeking students must complete a Non-Degree Application. There is a non-refundable application fee for first-time applicants. Non-degree-seeking students must have proof of immunization (see immunization requirements, above) and complete the residency affidavit.

2. Transient students are students who attend FGCU for only one term before returning to their home institutions. These students enroll at the University as non-degree students. Transient students from other state universities do not have to pay the application fee and should use the transient student form available through FACTS.org. All other transient students should submit a Non-Degree Application.

3. Students enrolling with Senior Citizen Tuition Waivers should complete the Senior Citizen Non-Degree application and Senior Citizen Fee Waiver form available in the Office of The Registrar.

(c) Teacher Certification. Students with undergraduate degrees who are returning to gain teacher certification and or educators seeking re-certification may enroll in graduate courses on a non-degree, space-available basis, when course prerequisites are met. There is no limit to the number of credits students may earn in this category (Post Baccalaureate). However, the College of Education limits to 12 the number of hours earned while non-degree-seeking which can be applied toward a

graduate degree. Furthermore, some programs within the College of Education limit to 12, the total hours a non-degree seeking student may take for any purpose.

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Action by Florida Gulf Coast University Board of Trustees:

Approved,

Specific Authority:

§1001.74 F.S.

BOG Regulations

6.001, 6.002, 6.004, 6.005, 6.006, 6.007, 6.009

History of Regulation

New

Effective Date of Regulation:

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