



## REGULATION: FGCU-PR2.001

*Effective Date  
of Regulation:*

### Undergraduate Admissions

9/15/2016

#### A. GENERAL STATEMENT

Florida Gulf Coast University (“University” or “FGCU”) encourages application from all qualified individuals 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) processes 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. Program descriptions provide additional admission requirements and application deadlines.

#### B. APPLICATION

The latest information regarding the application process is found on the University’s website. Admissions’ decisions are made on a rolling basis, which means that as soon as all required documents have been received and the evaluation completed, a decision is made. Admit, deny, or a hold decision notifications are sent to the applicant 2 business days after the decision has been entered on the student’s record. Applicants who have a hold decision are allowed to furnish additional or updated information. The time for evaluating completed admission records will vary from a few days to several weeks depending on the time of year and the volume of applications.

#### C. APPLICATION FEES

1. 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 the original term of admission plus the following two terms) (which includes the summer term). 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.
2. Students returning to FGCU after a period of non-enrollment (at least one year) as either degree seeking or non-degree seeking, 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:

- a) When students submit a Request for Waiver of College Application Fee from the SAT or ACT Program Fee-Waiver Service, or a NACAC Application fee waiver form; and
- b) 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.

#### **D. 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 and must be received by the published deadlines. 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. All materials and fees (except the on-line application) may be mailed to Florida Gulf Coast University, Office of Admissions, 10501 FGCU Boulevard South, Fort Myers, FL 33965-6565. Documents may also be electronically transmitted using recognized services. Official test scores (ACT or SAT), a high school transcript, and transcripts of all previously attended colleges and universities should be sent to the Office of Admissions.

#### **E. APPLICATION DEADLINES FOR U.S. RESIDENTS**

1. 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.
2. 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.
3. Applications received or completed after the posted deadlines may be processed for admission into the requested term based on space or time limitations; however, these factors may result in some applicants being offered admission into the next available term. International (non-US) students should refer to the section on International Admissions for appropriate deadlines.

#### **F. EARLY ADMISSION AND DUAL ENROLLMENT**

1. FGCU has full-time early admission and dual enrollment agreements with local school boards and private high schools for academically talented high school 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.

2. Criteria for Early Admission and Dual Enrollment:

An applicant for early admission or dual enrollment must meet the following criteria:

- a) Demonstrate exceptional academic ability and college readiness,
- b) Be enrolled in a rigorous college preparatory curriculum, and
- c) Meet the minimum GPA, test score requirements, and eligibility requirements as established in the dual enrollment agreement and as posted on the Accelerated Collegiate Experience (ACE) website.

3. Required Admission Materials

Students should consult the ACE website for the application procedure including deadlines and required documents.

## **G. FIRST-TIME-IN-COLLEGE STUDENTS**

1. 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. Applicants must submit an application for admission, official transcripts of all secondary work from each post-secondary institution as appropriate, and official ACT or SAT test scores.
2. An FTIC student must be a graduate of a Florida public or regionally accredited high school, or its equivalent, and have completed 18 Carnegie units which are year-long courses and not remedial in nature. At a minimum, the following units must be completed: 4 units of English (at least three with substantial writing); 4 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 anthropology, history, civics, political science, economics, psychology, sociology or geography); 2 units of the same foreign language (American Sign Language can substitute for a foreign language) (see section 4 below regarding foreign language competency); and 2 academic electives. Students who entered high school as a freshman prior to July 1, 2007 are required to complete 3 units of mathematics and 3 academic electives. FGCU will utilize a weighted GPA as determined by the Office of Admissions. Weighted GPAs include one point for credits earned in Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE) courses, and Dual Enrollment courses for grades of C or higher. One-half point for honors courses, Pre-AICE, and Pre-IB for grades of C or higher. 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 weighted grade point average (GPA) in the academic units and performance on standardized admission tests. Acceptable tests include the SAT, or the 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 combined English and writing score. Students applying for Spring 2017 or later are not required to submit an essay score.

3. Each FTIC student admitted to FGCU is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second high school level or higher (Spanish 2 for example). A limited number of students not meeting the high school foreign language requirement may be admitted; however, these students must fulfill the foreign language requirement prior to completion of the baccalaureate degree.
4. FTIC students applying to FGCU may be considered for admission based on the following criteria. Meeting the minimum requirements does not guarantee admission as factors such as number of qualified applicants and available space may be taken into consideration.
  - a) A 3.0-weighted GPA 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, or
  - b) An FTIC student may be admitted if he/she has a high school weighted GPA of 2.5 - 2.99 on a 4.00 scale. Course work from which a student has withdrawn with passing grades will not be included in the calculation. In addition to achieving the minimum GPA, a student must achieve the minimum scores for each SAT Reasoning Test or ACT section as outlined below:
    - 1) SAT: Critical Reading  $\geq$  460, or ACT: Reading  $\geq$  19,
    - 2) SAT: Mathematics  $\geq$  460, or ACT: Mathematics  $\geq$  19, and
    - 3) SAT: Writing  $\geq$  440, or ACT: English  $\geq$  17 and English/Writing  $\geq$  18.
    - 4) Students applying for Spring 2017 or later must achieve the minimum scores for each section of the SAT (or its corresponding score on the redesigned SAT, based on the official concordance from the College Board ) or ACT section as outlined below:
      - i) SAT – Critical Reading +SAT – Writing or concordant score from rSAT Evidenced Based Reading and Writing  $\geq$  460, or ACT Reading  $\geq$  19
      - ii) SAT- Mathematics  $\geq$  460, or ACT – Mathematics  $\geq$  19
5. Talented Twenty. Any student ranked in the top 20% of his or her Florida public high school and has passed all required academic units, may be admissible to FGCU and admitted on a space available basis.

6. 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 total score of at least 1450 on the SAT (Critical Reading + Math+ Writing) or a 21 composite on the ACT plus writing. Students applying for Spring 2017 and later must present a combined score of at least 1010 on the SAT (or concordant redesigned SAT combined score) or an ACT composite score of 21. Sub-sections of each test must be above the minimum/remedial levels as described above.
7. 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: a combination of test scores and GPA that indicate a potential for success, improvement in high school record, military service, 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, creativity, character, and special talents or abilities. 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 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 5% of the total number of admitted FTIC students.
  - b) Students admitted through 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 FGCU Board of Trustees reviewing the success of these students.
  - c) Any FTIC or Transfer student with a learning disability shall be eligible for reasonable substitution or modification of any requirement for admission pursuant to Board of Governors Regulation 6.018.
8. FTIC applicants who earn transferable college credit, regardless of the total number, before graduating high school are considered freshman (FTIC).

## **H. LOWER DIVISION TRANSFER**

1. Transfers with less than 30 transferrable hours - Students who are lower division transfer applicants (those with at least 12 but fewer than 30 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 transfer GPA of 2.5 (on a 4.0 scale) as calculated by the University and be eligible to return as a degree-seeking

student in good standing to the last institution attended.

2. Transfers with 30 or more but less than 60 transferrable hours – Lower division transfer students with 30 or more but less than 60 transferrable hours must have a minimum transfer GPA of 2.5 (based on a 4.0 scale) as calculated by the University, and be eligible to return as a degree seeking student in good standing to the last institution attended. In addition, students must have successfully completed (C or Higher) at least one English Composition course and one college level mathematics Course, that consists of three (3) semester credit hours. High school transcripts may be required to demonstrate completion of the foreign language admission requirement. Students not meeting these requirements must then meet the requirements for transfer students with less than 30 transferrable hours.
3. A limited number of lower division transfer students not meeting admission criteria may be admitted if the student can reasonably be expected to complete satisfactory academic work. Factors such as the number of post-secondary hours completed, grades obtained, coursework completed, and length of time since high school graduation are some of the factors that will be considered.
4. FGCU has entered into articulation agreements with several public Florida State/Community Colleges for the purpose of facilitating transfer into FGCU degree programs. Applicants who have received an Associate of Science degree immediately prior to transferring to FGCU will be admitted if, and only if, the following requirements are met:
  - a) the AS degree is in one of the approved disciplines listed on the FGCU Office of Admission website in the transfer section;
  - b) from an approved public Florida State/Community College; and
  - c) the applicant has applied for the corresponding FGCU degree program.

However, transfer applicants with an Associate of Science degree who matriculate to a post-secondary institution and fail to maintain at least a 2.0 GPA in additional courses, will not be eligible to transfer to FGCU. Admission is not guaranteed to programs designated as limited access. Some programs have additional program admission criteria.

5. Lower division transfer students who meet minimum requirements are not guaranteed admission into FGCU.

## **I. UPPER DIVISION TRANSFER (NON FLORIDA ASSOCIATE OF ARTS)**

1. 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. Transfer students must submit the application to the University as well as an official transcript from every postsecondary institution attended.

2. A transfer student must also have a minimum cumulative 2.0 GPA (on a 4.0 scale) as calculated by the University 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. A transfer student also must have completed at least two college level math and English courses with grade of C or higher.
3. Each Transfer student admitted to FGCU is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second high school level or higher (Spanish 2 for example). A limited number of students not meeting the foreign language requirement may be admitted; however, these students must fulfill the foreign language requirement prior to completion of the baccalaureate degree.
4. 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 starting the application process.
5. Upper division transfer students who meet minimum requirements are not guaranteed admission into FGCU.

#### **J. TRANSFER WITH FLORIDA ASSOCIATE OF ARTS DEGREE**

1. Admission of Associate of Arts (AA) degree graduates from Florida College System institutions, state colleges, and state universities will be governed by the Articulation Agreement between the state universities and Florida College System institutions, as approved by the Board of Governors and 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 may be granted to any graduate of a state-approved Florida College System institution or State University System institution who transfers to FGCU, who has completed the university parallel program, and who has received the AA degree which includes all of the following:
  - a) AA degree has been awarded and posted on official college transcript;
  - b) Completed at least 60 semester hours of academic work excluding of occupational, remedial and physical education courses;
  - c) Completed an approved general education program of at least 36 semester hours;
  - d) Has a minimum cumulative 2.0 GPA (on a 4.0 scale) as calculated by the University and is eligible to return as a degree-seeking student in good standing (with at least a 2.0 GPA) to the last institution attended; and
2. Completion of requirements for English and mathematics courses as adopted by the Board of Governors and the State Board of Education. Each transfer student admitted to FGCU is expected to demonstrate competency of foreign language or American Sign

Language equivalent to the second high school level or higher (Spanish 2 for example). A limited number of students not meeting foreign language requirement may be admitted; however, these students must fulfill the foreign language requirement prior to completion of the baccalaureate degree.

3. Transfer students, both Lower Level and Upper Level, must submit an application for admission to the University and official transcripts from every post-secondary institution attended.
4. 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.

#### **K. FORMER STUDENT RETURNING**

A returning student 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 must submit a new admission application by the appropriate application deadline. A new application fee is not required. To be readmitted, a student must (a) be in good standing and eligible to return to the last institution attended, including FGCU; and (b) have achieved a GPA of at least 2.0 on a 4.0 scale on all college-level academic courses attempted. Students enrolled in an FGCU-Approved study abroad program are exempt from this requirement and will be permitted to re-enroll upon their return to FGCU.

#### **L. 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). International students may apply to study in any degree program or major for which the University has been granted authorization by the U.S. Department of Homeland Security, Student Exchange Visitor Program, or U.S. Department of State to enroll international students. Degree majors with program designs and limitations that do not comply with federal regulations or are pending federal approval are not open to international student applicants.

1. International students must meet admission criteria at the level of entrance for the program to which they apply, as well as the following:
  - a) 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. Students whose applications are not completed by these respective dates (all elements of the application process including submission of required documents, transcripts and evaluations, test scores and application fee, etc.) may be deferred to the next fall or spring term for

admission.

- b) All coursework required for an admissions decision must be evaluated by an international evaluation agency. Agency recommendations are listed on the University's international admission website. A course-by-course evaluation is required. The applicant pays for this service and contacts the evaluating agency directly.
- c) 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.
- d) Applicants must demonstrate English proficiency in accordance with University policy, and will be required to submit satisfactory evidence to demonstrate English proficiency based on the following options:
  - 1) TOEFL (Test of English as a Foreign Language) scores, unless the country of origin uses English as the official language.
    - i) A minimum score of 213 is required on the computerized TOEFL, 79 on the Internet-based TOEFL, and 550 on the paper-based TOEFL.
    - ii) Some programs, including the MS in Health Science, require a TOEFL score greater than the minimum (see program requirements).
  - 2) 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:
    - i) Completion of the IELTS (International English Language Testing System, [www.IELTS.org](http://www.IELTS.org)) with a minimum score of 6.5;
    - ii) Completion of ENC 1101 and ENC 1102 (or equivalent) with a grade of C or higher;
    - iii) Receipt of an AA degree from a Florida public institution; or
    - iv) A Bachelor's Degree from a U.S. regionally accredited institution.
- e) The applicant must file a 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.
- f) A J-1 student's Financial Statement must document that the student is directly or indirectly financed by the U.S. government, the government of their home country,

an international organization of which the U.S. is a member (by treaty or statute) or if they are substantially supported by funding from any source other than personal or family funds, including an FGCU tuition waiver.

- g) 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.
- h) 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, United States Department of Homeland Security 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, limitations on enrollment of distance learning courses and length of presence in the U.S.

#### **M. ACADEMIC AMNESTY**

A readmitted undergraduate student who has not been in attendance at FGCU for a period of at least five (5) years may apply to the Academic Standards Committee for academic amnesty. Specific details on the policy for amnesty, how to apply, and the conditions under which amnesty may be granted are published in the University Catalog by the Office of the Registrar.

#### **N. SUBSTITUTION OR MODIFICATION OF ADMISSION REQUIREMENT**

A student who is requesting a reasonable substitution or modification for any requirements for admission into an undergraduate program 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.

#### **O. PRIOR CONDUCT**

1. Florida Board of Governors' Regulation 6.001(7) authorizes universities to refuse admission to applicants due to past misconduct.. The Dean of Students or designee reviews all applications disclosing information regarding any academic or conduct violation. Applicants must submit to the Student Conduct Office information regarding academic or legal violation including but not limited to, criminal charges, convictions, criminal traffic violations, a conduct case at another institution, or pending FGCU Student Code of Conduct charges. Decisions are made in the best interest of the University community consistent with state and federal law. The Admissions Prior

Conduct Procedure Manual contains guidelines to review these disclosures and will be used in the review of conduct prior to admissions.

2. A misrepresentation in the response to the conduct history questions may result in a rescinding of admission.

## **P. APPEALING ADMISSIONS DECISIONS**

1. Applicants denied admissions may appeal the decision to the Admissions Appeals Committee by sending a written request and including new and compelling information that was not part of their original application. The Committee schedules meetings throughout the fall and spring semesters. 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 representatives from Adaptive Services.
2. Applicants denied admission should submit letters of recommendation, additional test scores, or transcripts, disability documentation (if applicable) or personal statements/essays to the Admissions Appeals Committee through the Office of Admissions.
3. 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.

## **Q. DEFERRING OR CHANGING ADMISSION TERM**

A student who does not enroll into the term to which he or she has been admitted may defer or change admission to a future term by submitting a *Change of Term* form to the Office of Admissions. Admission in the new term is not automatic, and a student requesting a new term 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 post-secondary 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 terms after the original admission term or if the students requests a change of term for the second time.

## **R. TRANSFER OF COURSEWORK**

1. 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.
2. 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.

3. 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:
  - a) New England Association of Schools and Colleges, Inc. /Commission on Institutions of Higher Education;
  - b) Middle States Association of Colleges and Secondary Schools;
  - c) Higher Learning Commission;
  - d) Northwest Commission on Association of Schools and Colleges;
  - e) Southern Association of Colleges and Schools/Commission on Colleges; or
  - f) Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities and Accrediting Commission for Community and Junior Colleges.

Notwithstanding, transfer credit from all post-secondary education institutions will be considered on a case-by-case basis.

4. General guidelines for awarding transfer credit:
  - a) Credit is not given for technical, vocational, physical education, or pre-college courses, or for courses completed below a grade of D-.
  - b) Credit by departmental examination from another institution and credits awarded by another institution solely based on SAT or ACT scores will not be accepted by FGCU.
  - c) Courses with a transfer grade of C- or below may not be used toward satisfaction of computational and communication requirements.
  - d) An equivalent FGCU course number will be entered on the student's official academic transcript.
  - e) Transfer credits will not be computed into a student's FGCU institutional GPA for FGCU coursework, but will be included in the student's overall GPA.
  - f) All coursework completed in an international post-secondary institution required for an admissions decision must be evaluated by an international evaluation agency. Agency recommendations are listed on the international admission website. A course-by-course evaluation is required. The applicant pays for this service and

contacts the evaluating agency directly.

- g) All transfer credit evaluations are completed during the evaluation process to determine admission to the University. Only official transcripts will be evaluated.
- h) Transfer students from non-regionally accredited Florida institutions that follow the state common course numbering system may have a limited number of courses credited.
- i) 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.
- j) Transfer credit earned through the Statewide Course Numbering System is acceptable, based on the System's guidelines.

5. College Credit for Military Training and Education Courses:

- a) The Undergraduate Admissions office shall review college credit submitted by an applicant which was earned through military training or coursework which is recognized by the American Council on Education (ACE).
- b) The Undergraduate Admissions office shall utilize the ACE Guide to the Evaluation of Educational Experiences in the Armed Services (as listed on the Joint Services Transcript (JST) or the Community College of the Air Force Transcript (CCA)) in order to determine equivalency and alignment of military training or coursework with University courses.
- c) If it is determined that the military training or coursework is equivalent to and fulfills a general education or major course or degree program requirement, the training or coursework will be credited towards the student's degree plan. Alternative course credit, including free elective course credit, will be granted if the coursework is not equivalent to a general education, major course, or degree program requirement.
- d) Articulation credit earned via military training and coursework that was previously evaluated and awarded by a college degree granting institution which is part of the State University System of Florida, and that is appropriate to the transfer student's major at the University, will be accepted, subject to the University's limit on the amount and level of transfer credit allowed for a given degree.
- e) Credit awarded for military education and training shall be noted on the student's transcript and documentation of the credit equivalency evaluation shall be maintained in the student's education record.

## 6. College Credit for Online Courses Completed Prior to Initial Enrollment

- a) If requested by an applicant prior to the student's initial term of enrollment in undergraduate education, FGCU shall evaluate online coursework. Credit will be awarded if the academic program determines the online course content and learning outcomes are comparable to FGCU offered courses, the online course meet the quality and accreditation standards intended for transfer courses, and the online course is relevant to the applicant's intended program of study.
- b) It is the applicant's responsibility to initiate the request for review of such online coursework. The request should be made to the Office of Undergraduate admission and include an official transcript, course description, and syllabus. Additional documentation made be required as determined by the reviewing academic program.
- c) A student denied transfer of online coursework may submit a written appeal to the appropriate College Dean.
- d) Credit awarded by the University for online coursework will be noted on the student's transcript.

## S. 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 requirement 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.

## T. 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. The language admission requirement for each type of applicant is described above.

A student may be exempt from the state university foreign language requirement if one of the following criteria is met:

1. Received an AA degree from a Florida College System institution prior to September 1, 1989;

2. Enrolled in an AA program at Florida College System institutions prior to August 1989 and maintained continuous enrollment until admission to and enrollment in FGCU;
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 elementary level 2 coursework.

## **U. 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, and IB 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. The State Articulation Coordinating Committee, a joint committee of the Department of Education and the Board of Governors, establishes the passing scores and course equivalencies for these programs. Current approved scores and equivalent courses are maintained in the University Catalog.

1. **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 communication and computational skills requirements. AP credit will appear on the student's permanent record.
2. **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 communication and computational skills requirements. CLEP credit does not factor into the GPA because a grade is not associated with CLEP credit.
3. **International Baccalaureate Program (IB).** Students may 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. IB equivalence will count toward communication and computational skills requirements.

4. 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. Students may be awarded up to 30 credits earned via the AICE program. Course grade equivalency is based on the schedule found in the University Academic Catalog.
5. 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.
6. 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 Articulation Coordinating Committee.
7. 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.

## **V. 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.

1. The following are acceptable proofs of immunization and vaccines:
  - a) Proof of two MMR or MMRV vaccinations received at least 28 days apart after 12 months of age; or Proof of immunity by way of a blood test result (titer); or
  - b) Proof of meningitis and hepatitis B vaccines or sign a waiver (if over 18 years of age);
2. Questions about acceptable proof, exemptions, or temporary deferments may be directed to Student Health Services;
3. The University reserves the right to refuse registration to any student whose health record or report of medical examination indicates the existence of a condition which may be harmful to members of the University community.

## W. NON-DEGREE SEEKING ENROLLMENT

Non-degree seeking enrollment allows a student to enroll in 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.

1. Students enrolling in this classification are subject to the following regulations:
  - a) Non-degree seeking students are subject to the same University rules and regulations as degree seeking students.
  - b) 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.
  - c) Non-degree seeking students are not eligible to receive financial aid.
  - d) Non-degree seeking students are not eligible to stay in University housing or to receive University honors.
  - e) 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.
  - f) A non-degree seeking student dismissed from the University will not be eligible for admission as a degree-seeking student.
  - g) 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.
  - h) 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.
  - i) A non-degree seeking student must be in good academic standing at his/her previous institution (including FGCU) and eligible to return.
  - j) 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.

- k) Registration is in accordance with the deadlines posted on the academic calendar.
- l) First-time-in-college students will not be allowed to enroll as a non-degree seeking status student.

## 2. Application Procedure

Application procedures for non-degree seeking students or transient students are provided on the undergraduate admissions website and the Office of the Registrar's website.

*Action by Florida Gulf Coast University Board of Trustees*

*Approved 06/07/2016*

*Action by Florida Board of Governors*

*Approved 09/15/2016*

*Specific Authority*

*Chapter 1007, Part II, Florida Statutes; Board of Governors Regulations 1.001, 6.001, 6.002, 6.004, 6.005, 6.006, 6.007, 6.009, 6.018 and 6.020; Section 504 of the Rehabilitation Act of 1973*

*History of Regulation*

*New 04/21/09; Amended 09/23/10, 07/11/14, 10/08/15, 09/15/16*

*Effective Date of Regulation*

*09/15/2016*