

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### **FPU-2.001 Admission to the University and Appeal Process- General.**

- (1) **Authority.** Admission of students to Florida Polytechnic University (the “University”) is within the jurisdiction of the University but subject to the regulations of the Florida Board of Governors. Therefore, the University regulations on admissions must be read in conjunction with Chapter 6 of the Board of Governors regulations.
- (2) **Timeliness of Application.** The Office of Admissions accepts applications for admission to the University as early as twelve months before the requested term of entry. Applicants must submit complete applications to the University before the published application deadline date for the term desired. The University reserves the right to return the application fee to an applicant when the application is received after the published deadline or after any enrollment limit is reached for the requested term of entry. The University also reserves the right to accept applications for admission after the deadline on a space-available basis.
- (3) **Office of Admissions.** The Office of Admissions evaluates undergraduate admission applications using a comprehensive review and determines whether to admit an applicant. The Graduate Admissions Committee evaluates graduate admission applications using a comprehensive review and determines whether to admit an applicant. The Office of Admissions communicates the decisions to the applicants. Admission to the University is granted to undergraduates for a specific term and to graduates for a specific term and to a specific academic program. An applicant whose major is undeclared at the time of application will be assigned “undecided” as his/her academic program choice. The University’s decision letter will include the specific term of entry and, if applicable, the academic program to which the applicant is admitted. The Office of Admissions will provide a written reason for denial of admission to an applicant upon the applicant’s written request.
- (4) **Prohibited Preferences.** The University is committed to equal educational opportunity and increasing student diversity; however, there shall not be any preferences in the admission process for applicants on the basis of race, color, national origin, disability, or sex.
- (5) **Factors for Admissions Decisions.** In making admissions decisions, the University must take into consideration the applicant's academic ability, but may also consider other factors such as the applicant’s creativity, talent, and character.
- (6) **Substitution or Modification in Admission Requirements Due to Disability.** An applicant who is a qualified individual with a disability as defined by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act and/or applicable Florida law may request a reasonable substitution or modification for any admission requirements due to the disability.

The University will provide reasonable substitution or modification for any requirement for admission into an undergraduate or graduate program of study provided the applicant provides documentation showing that the applicant's failure to meet the requirement is related to his/her disability and the admission of the applicant will not result in a fundamental alteration in the nature of the program of study.

In determining whether to grant a substitution or modification, the University will consider pertinent documents including, but not limited to, diagnostic evaluations completed by a medical doctor, licensed psychologist, or licensed school psychologist, vocational rehabilitation records, and school records maintained as a result of the exceptional child provisions of Public Law 94142. The State Board of Education has prescribed in Rule 6A-10.041, FAC, the definitions of disabilities to which this regulation applies, and each applicant will be afforded the opportunity to present evidence to support his or her disabilities, and an appeals process if the applicant is denied admission.

- (7) **Prior Conduct.** All applicants are required to respond to the questions on the University's admissions application, and are subject to a conduct clearance prior to admission or enrollment. The University shall consider past actions of an applicant when such actions have been found to disrupt or interfere with the orderly conduct, processes, functions, or programs of any other university, college, or community college. Misconduct at a previous educational institution which must be disclosed by applicants includes behavioral misconduct (such as fighting) and academic misconduct (such as plagiarism or cheating on an exam) whether it occurred on or off campus. Misconduct does not include academic dismissal, suspension or probation that was due entirely to poor grades.

If determined to be in the best interest of the University, the University may deny admission or enrollment to an applicant because of the applicant's past misconduct on or off campus. Such decision can be made provided the denial is consistent with state and federal law.

- (8) **False or Incomplete Information.** If an application or residency affidavit submitted by or on behalf of an individual contains false, fraudulent or incomplete statements, the University may take disciplinary action against the individual. Such disciplinary action taken may include the ability to deny or revoke the individual's admission, suspend the individual's ability to register, invalidate the individual's college credit or degree, and/or dismiss the individual from the University.

An applicant is required to immediately notify the University's Office of Admissions should any information given on the applicant's application change prior to the applicant's registration at the University. The applicant also has a continuing duty to disclose misconduct and criminal conduct up to the time the applicant has registered for classes. Applicant's failure to provide such information may subject the applicant to disciplinary action as described in the paragraph immediately above.

- (9) **Medical Documentation.** Prior to registration, each applicant accepted for admission must submit appropriate medical documentation to include, but not be limited to, documentation of appropriate immunization required by the University. The following immunizations are required:
- (a) Tetanus Toxoid- evidence of the completion of an initial series consisting of three spaced injections within ten years or evidence of an appropriate booster after a completed initial series within ten years;
  - (b) Tuberculin skin test or chest x-ray within one year- tuberculin skin test is preferred over the x-ray. However, all persons with a positive skin test must have a chest x-ray.
  - (c) Meningococcal Meningitis and Hepatitis B- pursuant to Board of Governors regulation 6.0007, all students must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or provide a signed waiver for each declined vaccination. All students 18 years of age or older who choose not to be vaccinated against either meningococcal meningitis or hepatitis B must sign a statement that they have been made aware of the potential fatal nature of the diseases and choose not to be vaccinated. All minor students must provide signed parental consent to opt out of vaccination from either of these diseases.

Exceptions may be granted pursuant to University policies. The University reserves the right to refuse registration to any applicant whose health record or report of medical examination indicates the existence of a condition which may be harmful to members of the University community.

- (10) **High School Transcript.** 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 showing the graduation date must be submitted as soon as issued to confirm the applicant's eligibility to enroll. The University reserves the right to rescind an applicant's or student's admission to the University if his or her final transcript demonstrates that he or she no longer meets the standards for admission.
- (11) **Documentation Submitted.** The applicant must ensure that all official test scores and other credentials are received by the University directly from the issuing institution or agency. Official transcripts (containing a seal) can be submitted to the Admissions Office from the issuing agency directly or from the student electronically, by U.S. mail, or hand delivered. Standardized test scores (SAT, ACT, TOEFL, CPT and PERT) may be considered to be official if they are recorded on an official high school transcript; however, the University reserves the right to request validation of such scores prior to making an admission decision. All credentials and documents submitted during the admission and enrollment process become the property of Florida Polytechnic University upon receipt and will not be returned to the applicant or forwarded to another institution, agency or person.

(12) **Admission to Specific Programs.** Admission to the University does not guarantee admission to programs designated as limited access programs 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.

(13) **Appeal of Admissions Decision.**

- (a) An applicant who is denied admission to the University may, within ten (10) days of the date of the written notification of denial of admission, appeal the decision to the Admissions Appeals Committee by sending a written appeal and supporting documentation to the Office of Admissions.
- (b) An applicant admitted to the University but denied admission to a limited access program may also appeal the denied admission to the specific program appeals committee by sending a written appeal and supporting documentation to the Office of Admissions.
- (c) The applicant's supporting documentation may include reasons why reconsideration is warranted and should highlight extenuating circumstances and/or appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates the applicant's potential for success at Florida Polytechnic University.
- (d) The committee will meet approximately every four weeks, as necessary, to consider appeals. The committee will review the appeal, make a decision, and send a written notice of the decision to the applicant within 10 days of the decision.

(14) **Notice of Admissions Policies and Procedures.** The University policies and procedures concerning admissions, including the decision notification process and the appeal process, and any increases, changes or revisions in standards of admissions shall be posted on the University's website, as well as in the appropriate catalogs.

*Authority: FBOG regulations 1.001, 6.001, 6.002, 6.003, 6.004. 6.009*

*History–New: 10.21.13, Amended: 4.5.17*