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ADMISSIONS

Responsible Executive:	Provost and Executive Vice President for Academic Affairs
Approving Official:	Provost and Executive Vice President for Academic Affairs
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I. INTRODUCTION

Purpose

To establish admissions principles and responsibilities in accordance with applicable laws and governing regulations.

Scope

This policy applies to all applicants seeking admission to Florida State University (hereafter “FSU”), including branch campuses in the Republic of Panama and Panama City, Florida, and to university offices and academic units/departments involved in admissions decisions.

II. POLICY

FSU invites applications from qualified individuals and is committed to providing equal access to its programs without regard to race, creed, color, sex, religion, national origin, age, disability, genetic information, veteran status, marital status, or any other legally protected category. FSU recognizes its responsibility to the residents of Florida while welcoming applicants from across the nation and around the globe.

Admission and enrollment objectives may be adjusted to align with institutional priorities, available resources, and approved enrollment targets for budgetary or other relevant considerations. The University determines admission through a comprehensive and competitive review of applications and supporting documents, in accordance with applicable state and federal law, Florida Board of Governors (hereafter “BOG”) regulations and University regulations and policies. The President has ultimate authority over admissions.

(1) Definitions

- **Dual Enrollment:** An acceleration option for eligible Florida students in secondary public or private secondary schools with a signed articulation agreement with FSU, or eligible home education students in the service area whose families have a signed articulation agreement with FSU. Dual enrollment classes are taught in person on the Tallahassee or Panama City, Florida campuses.
- **Early Admission:** First-Time-in-College (FTIC) undergraduate applicants seeking college admission prior to earning a high school diploma or the equivalent. Early admission students must enroll in a minimum of 12 college credit hours each semester.
- **First-Time-in-College (“FTIC”):** undergraduate applicants seeking college admission for the first time after earning a high school diploma or the equivalent.
- **Graduate:** Graduate applicants seeking admission with a prior undergraduate and/or graduate degree.
- **International:** Applicants are considered international if they are not U.S. citizens, dual citizens, or Permanent Residents.
- **Non-Degree Seeking:** Applicants seeking to take classes, but who are not actively pursuing an academic degree at FSU.
- **Professional Degree Program:** A graduate-level credential designed to prepare students for regulated professions that require advanced, practice-oriented education. FSU recognizes four professional degree programs: the Juris Doctor (JD) Degree, the Doctor of Medicine (MD) Degree, the Doctor of Nursing Practice (DNP) Degree, and the Doctor of Nurse Anesthesia Practice (DNAP) Degree.
- **Readmission:** FSU students seeking to enroll after not having been enrolled for the requisite number of consecutive terms in their degree program.
- **Specialized Admissions Programs:** A specialized admission program utilizes additional criteria for admission to specific undergraduate programs as requested by the FSU Board of Trustees and approved by the BOG.
- **Transfer:** Undergraduate applicants seeking admission who have earned 12 or more semester hours of transferable college credit after high school graduation or the equivalent.
- **Transient:** Non-FSU students enrolled at another institution who wish to take courses at the University and transfer these credits back to their home institution.

(2) Requirements and Standards

(a) The Judicial Review Committee

The Judicial Review Committee, which reports to the University Admissions Committee, reviews applicants' affirmative responses to the judicial questions found on all admissions

applications. The Judicial Review Committee is chaired by a representative of the Office of Admissions who is a non-voting member except to break a tie. The representatives from the Office of Student Conduct and Community Standards, the FSU Police Department, the Office of Faculty Development and Advancement, and the Office of General Counsel are all voting members of the Judicial Review Committee. All motions require a simple majority of the voting-eligible members present.

(b) The University Admissions Committee

The University Admissions Committee, which reports to the Provost and Executive Vice President for Academic Affairs, is responsible for setting general admission procedures in accordance with applicable state and federal laws, BOG regulations, and University regulations and policies. The Committee:

1. Reviews all appeals of decisions made by the Judicial Review Committee, including Graduate admission and readmission applications.
2. Reviews all undergraduate appeals.

The Provost and Executive Vice President for Academic Affairs appoints the members of the University Admissions Committee, which includes 5 faculty members, 2 student representatives, the faculty athletic representative, the Vice President for Student Academic Success, the Vice President for Student Affairs, the Associate Vice President for Faculty Development & Advancement, the Dean of Undergraduate Studies, and the Assistant Vice President for Admissions. These committee members all have voting privileges. Non-voting committee members include the University Registrar, the Director for First-Year Admission, the Director for Pathways and Transfer Admission, and a representative of the Office of the General Counsel.

The Chair of the University Admissions Committee is one of the faculty members appointed by the Provost and Executive Vice President for Academic Affairs and serves as a voting member. A quorum must be present to conduct official business. All motions require a simple majority of the voting-eligible members present.

(c) Undergraduate Admissions

Admission of undergraduate students pursuing a baccalaureate degree shall be the joint responsibility of the Office of Undergraduate Admissions and the academic unit/department of the major for which admission is sought.

1. First-Year Undergraduate Student (FTIC) Admission

Admission at the undergraduate (FTIC) level is holistic and selective, with

decisions made by the Admissions Office and the appropriate academic units/departments in accordance with federal and state laws, BOG regulations, and University regulations and policies. General University admission requirements are posted in the University General Bulletin and on the FSU Admissions website. First-year (FTIC) admission is a holistic and selective process, and no single criterion guarantees admission. Admission selection is determined after a comprehensive review of the application and all supporting documents and is conducted by trained admissions professionals. The most important factor in the selection process is the applicant's academic profile (academic grade point average, rigor and quality of curriculum, and test performance). A variety of factors in addition to high school grade point average and test scores are considered in the review process; these include the written essay, the rigor and quality of courses and curriculum, grade trends, class rank, and educational objectives. Applicants who bring other important attributes to the University community may also receive additional consideration.

2. Undergraduate Transfer Admission

Admission at the undergraduate transfer level is competitive, with decisions made by the Admissions Office and the appropriate academic units/departments in accordance with state and federal laws, BOG regulations, and University regulations and policies. Transfer admission is a holistic and selective process, and no single criterion guarantees admission. All transfer applicants must meet general requirements for admission to the University and to the major/program of interest. University general admission requirements are posted in the University General Bulletin and on the FSU Admissions website. Admissions requirements for the major are established annually by the Office of Admissions and the respective academic unit/department.

Freshman/sophomore-level transfer applicants (12–59 semester hours) must meet first-year (FTIC) and transfer criteria. Junior and senior transfer applicants (60 or more semester hours) must meet applicable transfer admission and major criteria. Specific admissions criteria are published in the relevant University General Bulletin and posted on the FSU Admissions website. Associate in Arts applicants from Florida public institutions receive priority consideration as established by state law and BOG Regulation.

3. Dual Enrollment Admission

Admission for all high school dual enrollment students is under the purview of the

Dean of Undergraduate Studies, subject to the associated articulation agreements. Admission for high-school dual enrollment applicants who wish to take University classes in addition to their secondary school studies is limited to lower-division general education and prerequisite courses unless otherwise permitted in the respective articulation agreement. The applicant must demonstrate adequate preparation consistent with the applicable articulation agreement.

4. Early Admission

Early admission is limited to the admission of highly advanced students in secondary private or public schools or eligible home education students in the service area whose families have a signed articulation agreement with FSU, who have exhausted their curricular opportunities, and who demonstrate the preparation and maturity for full-time degree-seeking coursework. The applicant must adhere to first-year admission application deadlines listed on the FSU Admissions website and the early admission requirements detailed in the University General Bulletin.

5. Undergraduate Readmission

Undergraduate readmission is required for all students who were previously enrolled in a degree-seeking undergraduate program at FSU and who have not been enrolled in credit hours for three or more consecutive semesters (including the summer semester). Readmission is also required for students who previously earned a bachelor's degree from FSU and who wish to pursue an additional bachelor's degree. Admission of undergraduate readmission students is managed by the Office of Admissions with academic unit/department approval. All undergraduate readmission applicants must meet general requirements for admission to the University and to the major/program of interest. Admissions requirements for the major are established annually by the Office of Admissions and the respective academic unit/department. Specific requirements are published in the relevant University General Bulletin and posted on the FSU Admissions website.

6. Specialized Admissions Programs

Specialized Admissions approved by the FSU Board of Trustees and the Florida Board of Governors use a holistic and selective admissions review process. Admissions decisions are made jointly by the Office of Admissions and the relevant academic unit or department in accordance with the Statewide Articulation Agreement, applicable federal and state laws, Florida Board of Governors regulations, and University regulations and policies.

(d) Graduate Admissions and Readmission

Admission at the graduate level is holistic and selective, with decisions made by the Graduate School upon the recommendation of the appropriate academic units/departments in accordance with federal and state laws, BOG regulations, and University regulations and policies. Each admitted student must meet all University requirements, which are published in the relevant University General Bulletin and posted on the FSU Graduate Admissions website.

Graduate readmission is required for all students who were previously enrolled in a degree-seeking graduate program at FSU and who have not been enrolled in credit hours for two or more consecutive semesters (including the summer semester). Readmission is also required for students who previously earned a graduate degree from FSU and wish to pursue an additional graduate degree. Admission of graduate readmission students is managed by the Graduate School with academic unit/department recommendation. All graduate readmission applicants must meet general requirements for admission to the University and to the major/program of interest, which are published in the relevant University General Bulletin and posted on the FSU Graduate Admissions website.

(e) Professional Degree Program Admissions

Admission to professional degree programs is holistic and selective, with decisions determined by the relevant program's Committee on Admissions in accordance with federal and state laws, BOG regulations, and University regulations and policies. Specific admission requirements are published in the relevant University General Bulletin and posted on the website of the applicable program.

(f) Non-degree Seeking and Transient Student Admissions

Admission of non-degree seeking students and transient students is managed by the Office of Undergraduate Admissions and the Graduate School, as applicable, based on space availability and the best interests of the University, with academic unit/department approval. Applicants denied degree-seeking admission or missing deadlines may not enroll as non-degree seeking students. Transient students must be in good academic standing at their parent institution and at FSU if previously enrolled.

(g) Admission of International Students

International applicants are obligated to follow applicable state and federal laws, as well as applicable laws and regulations set by the United States Citizenship and Immigration

Services of the US Department of Homeland Security and the US Department of State. Within enrollment, space, and fiscal limitations, eligible international students may be accepted for admission to the University, consistent with state and federal law, University regulations and policies, and criteria set forth by the Florida Board of Governors.

1. International applicants must be academically eligible for admission and demonstrate the required level of academic preparation as evidenced by official academic records and/or credential evaluations. Academic documents must be issued in the applicant's language and be accompanied by a certified English translation if applicable. An official course-by-course evaluation by a member of the National Association of Credential Evaluation Services (NACES) is required for all academic records from non-U.S. institutions. Specific academic unit/department admission requirements are posted in the University General Bulletin that corresponds to the student's academic year of entry.
2. English proficiency must be adequate to ensure a reasonable chance of academic success. Score reports must be received by the University directly from the testing agency. The University currently accepts official test scores from the following testing agencies: Internet-based TOEFL (IBTOEFL), International English Language Testing System (Academic IELTS), Duolingo, Pearson Test of English (PTE), Cambridge C1 Advanced Level or C2 Proficiency, or Michigan Language Assessment. Exemptions, waivers, and required test scores are posted in the University General Bulletin that corresponds to the student's academic year of entry.
3. In order to be issued a Certificate of Eligibility (Form I-20 or DS-2019), an international applicant must provide documentation showing sufficient resources to cover tuition, fees, books, room and board, health insurance, and other living expenses while enrolled at the University.
4. A health history form must be submitted prior to enrollment, including proof of immunization according to the State of Florida requirements.
5. In order to register and maintain enrollment, international students in F-1, F-2, J-1 or J-2 status must demonstrate that the student (and for J-1 visa holders, their accompanying J-2 dependents) have adequate medical insurance coverage for illness or accidental injury that meets the minimum requirements set forth by BOG Regulation 6.009 and University regulations and policies.

(h) Appeals

1. Undergraduate First-Year (FTIC) Admissions Decision Appeals

Admission to FSU is selective, and applications are reviewed holistically. No single criterion guarantees admission to the University. Upon written request of

the applicant, the University shall provide the reason for the admission decision in writing. Appeals must present new academic and/or personal information that was not included in the initial admission application. A letter of appeal should be submitted to the Office of Undergraduate Admissions along with appropriate documentation to support the appeal. The Office of Undergraduate Admissions will collect the information and provide it to the University Admissions Committee for review. The University Admissions Committee is the final arbiter in the appeals process, and all its decisions are final.

2. Undergraduate Transfer and Readmission Decision Appeals

Transfer and readmission applicants who meet the minimum University admission requirements but are denied admission or readmission to their selected major may submit a letter of appeal to the Office of Undergraduate Admissions along with appropriate documentation to support the appeal. Upon written request of the applicant, the University shall provide the reason for the admission decision in writing. The Office of Undergraduate Admissions will collect the information and provide it to the appropriate Academic Dean's Office for review. The Dean's Office will review the appeal and inform the University Admissions Committee of its decision. The University Admissions Committee will notify the applicant of the decision. This decision is final, and no further appeals will be considered.

3. Graduate Admissions and Readmission Decision Appeals

Upon written request of the applicant, the University shall provide the reason for the admission decision in writing. Graduate applicants who meet minimum University requirements for admission and who are denied admission or readmission to a graduate program may submit a letter of appeal to the Graduate School along with appropriate documentation to support the appeal. The Graduate School will collect the information and provide it to the appropriate academic unit/department or school for review. The appeal should be reviewed by a standing committee of the appropriate academic department. Decisions by the academic unit/department or school review committee will be forwarded to the Graduate School. The Graduate School will notify the applicant of the decision. This decision is final, and no further appeals will be considered.

4. Professional Degree Program Admissions and Readmission Appeals

Applicants who meet minimum University requirements for admission and who are denied admission or readmission to a professional degree program may submit an appeal in accordance with the program's published admissions appeal process, along with appropriate documentation to support the appeal. Upon written request of the applicant, the University shall provide the reason for the admission decision

in writing. Where applicable, appeals may be submitted to the Graduate School or the professional degree program's academic unit. Decisions by the professional degree program or its designated review committee are final, and no further appeals will be considered.

(3) Roles and Responsibilities

- **Academic Deans/Dean's Offices:** Reviews specified transfer/readmission appeals as described in this policy.
- **Academic Units/Departments:** Establishes and applies major/program admission requirements and participates in admissions decisions and related appeals for graduate students and undergraduate specialized admissions as described in this policy.
- **Dean of Undergraduate Studies:** Oversees dual enrollment for all FSU campuses as described in this policy.
- **Graduate School:** Manages graduate admissions, readmissions, and related appeals as described in this policy.
- **Office of Undergraduate Admissions:** Manages all undergraduate admission types including non-degree seeking, readmission and transient students, and related appeals as described in this policy.
- **President:** Holds ultimate authority for admissions decisions as provided by law and governing regulations.
- **Provost and Executive Vice President of Academic Affairs:** Holds ultimate authority for admissions policy. Appoints members to and receives reports from the University Admissions Committee.
- **University Admissions Committee:** Serves as final arbiter of all appeals processes, including judicial appeals, and its appeals decisions are final.

(4) Contacts

Questions about this policy should be directed to the Office of Undergraduate Admissions (undergraduate, non-degree, transient) and the Graduate School (graduate). Program-specific questions should be directed to the relevant academic unit/department or school.

III. Legal Support, Justification, and Review of this Policy

Authority: BOG Regulation 1.001(3)(j); Regulation Procedure July 21, 2005. BOG Regulations 1.001(4)(a)3., 6.001(1), 6.001(7), 6.002(1)(c), 6.003(1), 6.004(2)(c), and 6.009. FSU Regulation 1.001, Articles I(A.) and V.