

FSU-5.003 Undergraduate and Non-degree Seeking Admission Committee Procedures.

(1) All qualified persons are welcome to seek admission to Florida State University which includes our branch campuses in Panama City, Panama and Panama City, Florida. Our admissions policies and practice seek and embrace diversity of all kinds, and we do not discriminate in offering access to our educational programs and activities consistent with applicable law and university discrimination policy.

(2) Projections of the number of students to be admitted and enrolled will invariably change from year to year. Admission and enrollment targets are determined (a) by the finite capacity of the institution to meet the needs of students in the colleges, schools, departments, curricula, or other programs to which applicants seek admission and (b) by enrollment levels approved for budgetary or other appropriate purposes.

(3) The Florida Board of Governors regulates the minimum standards for admission to State University System institutions, but when at any time the number of qualified applicants for admission exceeds the number of persons who can be admitted and enrolled (as determined by the criteria specified in paragraph (2) above), those to be offered admission shall be selected based upon a competitive review of applications and supporting documentation. This competitive review policy strives to select those individuals who have the capability to successfully complete their studies and further enrich our community of scholars with their active participation and leadership. This regulation shall not prevent the admission of selected applicants with special skills and talents for University programs requiring such special skills and talents. Florida State University recognizes its status as a preeminent institution in the State University System of Florida with a special responsibility to residents of Florida, but it also actively seeks and welcomes applicants from throughout the country and the world.

(4) Admission of undergraduate students to colleges or schools to pursue programs leading to a baccalaureate degree shall be the joint responsibility of the Office of Undergraduate Admissions and the academic department of the major for which admission is sought. All admission decisions and enrollment results are followed and reviewed by the University Admissions Committee comprised of faculty, staff, and students. The University Admissions Committee reports to the Provost, and it is responsible for setting general admission requirements and procedures. Academic

departments are responsible for setting major requirements which are in accordance with all general admission requirements. The University Admissions Committee serves as the final agency action on all undergraduate admission appeals.

(a) Admission to the Freshman Class

1. Admission selection is determined after a comprehensive review of the application conducted by trained admissions professionals. The most important factor in the selection process is the applicant's academic profile (academic grade point average, 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. These applicants include low socioeconomic and first generation students applying to the CARE Summer Bridge Program, visual and performing artists, and skilled athletes.

2. As a public university in the State University System of Florida, we are prohibited from the consideration of race/ethnicity in our individual decisions although diversity remains a compelling interest. We recognize the value diversity brings to our living and learning environment.

3. For all students who apply for freshman admission while still enrolled in high school, admission offers will be conditional based upon graduation from high school with a record that is consistent with past performance. All student athletes admitted will have the additional condition of satisfying NCAA and athletic conference participation standards.

(b) Admission by Transfer

1. All transfer applicants must meet general requirements for admission to the University and to the major/program of interest. Minimum University general admission requirements are established each year by the University Admissions Committee based upon the factors outlined in

paragraph (2) above. Requirements for the major are established annually by the respective department. For information about the major/program of interest requirements, refer to the Undergraduate Academic Program Guide.

2. Freshman and sophomore-level applicants (12-59 semester hours of transferable credit as determined by the Office of Admissions) must meet general freshman admission criteria in addition to general transfer criteria and major/program criteria.

3. Junior and senior applicants (60 or more semester hours of transferable credit as determined by the Office of Admissions) must meet general transfer admission criteria and major/program criteria.

4. As required by Board of Governor regulation, Associate in Arts (AA) applicants transferring directly after earning the AA degree from a Florida public institution will receive priority consideration for admission.

5. For all students who apply for transfer admission while still enrolled in college courses, admission offers will be conditional based upon satisfactory completion of the course work at a level consistent with past performance.

(c) Dual Enrollment Admissions

1. Admission for applicants who wish to take university classes in addition to their high school studies shall be considered only when an applicant (a) seeks to enroll in a University course for which there is no comparable course at the student's secondary school and (b) demonstrates adequate preparation for the course in which the student seeks to enroll. Admission for dual enrolled students is under the purview of the Dean of Undergraduate Studies.

(d) Non-degree Seeking Admissions

1. Admission of non-degree seeking students is under the Office of Admissions. Enrollment is on a space-available basis and subject to departmental approval. All non-degree seeking undergraduate students must have graduated from an approved or accredited secondary school.

All non-degree seeking students must demonstrate the capacity to cope with the demands of University life. Applicants who have been denied admission as a degree-seeking student or who missed the deadline for submitting a degree-seeking application will not be considered for enrollment as a non-degree student. All non-degree seeking students are also subject to the requirements of FSU-5.079 Non-degree Seeking Students.

~~(1) General.~~

~~(a) Members of the University Admissions Committee are appointed by the Executive Vice President and admissions policy recommendations originating with the Committee are reported to the Executive Vice President. The Committee is reported to the Executive Vice President. The Committee membership is as follows: 6 Faculty members with 3-year terms, 2 Student members with variable terms, and 4 Ex-officio members — University Registrar, Director of Admissions, Director of Horizons Unlimited, and Director of Articulation Affairs with continuing membership. The Committee is concerned with ruling on appeal cases relating to undergraduate admission and recommending policy regarding University admission, subject to the ultimate authority and discretion of the President.~~

~~(b) The Committee will regularly meet during the fourth and eighth weeks of each quarter, with the date, time and location to be determined and announced by the Committee Chairperson. Additional meetings may be called by the Chairperson as needed. At each meeting the Committee will consider appeal cases which have occurred, with the remainder of the meeting periods being used to address other Committee business.~~

~~(c) The Director of Admissions will serve as Executive Secretary to the Admissions Committee. The Executive Secretary is responsible for: preparing appeal cases, making the full academic record for each appeal case available in the Admissions Office to the Committee membership at least one full day prior to the committee meeting in which the case is to be considered, interceding on behalf of the Committee when direct contact between the student and the Committee is requested, and recording and distributing the minutes of each Committee meeting. The voting record for each meeting will become a part of the minutes for that meeting. The Executive Secretary will prepare in advance of each Committee meeting~~

~~a file on each applicant appealing to the Committee. The file will contain the appellant's application, supporting documentation, and a completed Appeal Worksheet. An Attendance and Voting Record will be prepared by the Executive Secretary and executed by: entering each applicant's name and status on the Record and recording the vote by the Committee membership. The Committee may not take action on any application the Committee believes to be incomplete.~~

~~(d) The Committee complies with the Florida "government in the sunshine" ruling. Students making appeal must submit a detailed letter to the committee carefully describing and documenting special circumstances constituting the basis for the appeal. Students may discuss their appeal with individual Committee members prior to regular Committee meetings. Requests for Committee member contact must be made through the Executive Secretary of the Committee.~~

~~(2) Voting Procedures.~~

~~(a) All members of the Committee, except the Director of Admissions and Committee Chairperson, are eligible to vote on appeal cases. All members of the Committee, except the Committee Chairperson, are eligible to vote on policy recommendations and other business of the Committee. The Committee Chairperson may vote in order to break a tie vote.~~

~~(b) Appeal cases and policy recommendations cannot be considered if a voting quorum is not present. A voting quorum consists of six voting-eligible Committee members. The Chairperson may be counted as a voting member in order to establish a quorum.~~

~~(c) A Committee motion regarding an admission appeal will be carried by a simple majority of the voting-eligible members present. A motion concerning admissions policy recommendations will be carried by a 2/3 majority vote of the voting-eligible members present. Voting is to be "for" or "against" the motion or "abstain" by voice or hand-raised acknowledgement. The Executive Secretary for the Committee will record the vote of each voting member and the complete voting record will become a part of the minutes of the meeting.~~

~~(d) Each applicant for admission is to be considered individually on his or her own merit. Motions to "move the list" or any portion of the list, are prohibited.~~

~~(3) Presentation of Appeal Cases.~~

~~(a) The Executive Secretary is responsible for insuring that a prescribed data record is~~

~~prepared for each admission appeal case and seeing that data from each record are abstracted on the appropriate Appeal Worksheet.~~

~~(b) The Executive Secretary will make completed appeal records available to Committee members at least one full day in advance of the meeting date on which the cases are to be reviewed. Committee members are urged to review each case at the Admissions Office prior to the Committee meeting and then bring to the Committee meeting their tentative recommendations regarding admission or questions to be raised about each case.~~

~~(c) Case presentation proceeds by:~~

~~1. Random assignment of individual cases to committee members for presentation to the full committee;~~

~~2. A courtesy motion by the committee member case presenter for admission;~~

~~3. Courtesy second to the motion;~~

~~4. Discussion of the case by the committee member case presenter followed by a general discussion by the membership; and~~

~~5. A call for the question.~~

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 Law Implemented 240.227(8), 240.233 FS., 6C-6.001(1), F.A.C. History-New 9-30-75, Amended 7-21-76, _____ Formerly 6C2-5.03.