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I. Application and Registration Eligibility for Credit Courses

In order to enroll in college credit courses:

- A. Applicants must submit the official St. Petersburg College Application for admission as a credit-seeking student. The Application for Admission will remain active for one year. If the applicant does not enroll after one year from the time of the application is submitted, the applicant shall submit updated information to the College.
- B. Upon receipt of the application, a student identification number and SPC email account will be provided to the student.

II. Admission Requirements to College-Credit Programs (Degrees, Certificates, or Diplomas)

- A. All entering credit-seeking students may indicate a college credit program of choice on the Application for Admission. There are certain limited admission programs, credit courses and baccalaureate programs for which the College may require additional admission documents and standards. For more information, see the College's website, College Catalog, Student Handbook, and program specific publications.
- B. For admission to College-Credit programs, the student should:
 - 1. Submit evidence of graduation from a valid high school, a GED transcript, a home school affidavit, or evidence of competency in previous college-credit courses at SPC or another regionally accredited postsecondary institution.
 - a. Competency is defined as an earned grade of C or better in one or more college-credit classes, excluding remedial, at a regionally-accredited institution in the United States.

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- b. A student who has completed high school at a school outside of the United States should submit an official comprehensive evaluation provided by an agency affiliated with the National Association of Credential Evaluation Services (NACES), indicating that high school completion at that school is equivalent of a high school diploma in the United States.
 - c. Students who have earned an associate's degree or higher from a regionally accredited institution are not required to furnish evidence of high school completion, provided the student submits an official college transcript evidencing the degree has been awarded.
2. High School Transcripts: SPC defines as valid, and accepts high school diplomas, that meet any of the following criteria:
- a. All public high schools within the U.S. or U.S. territories
 - b. Regionally accredited high schools
 - c. High schools accredited by the Distance Education and Training Council (DETC) or AdvancEd
 - d. All state and military-issued General Education Diplomas (G.E.D's)
 - e. Foreign High School transcripts evaluated by a NACES affiliate as equivalent to a standard high school diploma
 - f. Private High Schools previously validated by St. Petersburg College.

All other high school transcripts must be validated. Students are expected to participate in the collection of the required documentation so that the College can make an informed decision on the validity of the student's diploma and the diploma-granting institution. Generally, schools that offer an exam for a diploma, and do

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not fit in the categories above, are not acceptable by SPC as a valid high school. At SPC, the responsibility for determining the validity of a high school is by the Director of Admissions and Records or designee.

3. Take the College Placement Test. In lieu of taking the College Placement Test, the student may provide evidence of one of the following:

a. Test scores from a college placement test, SAT, or ACT that are less than two years old. The highest score will prevail.

b. A college transcript demonstrating achievement of college-level communication and computation skills may also be provided in lieu of test scores. In the absence of test scores or college-level courses meeting this requirement, the student will be required to take the College Placement Test prior to enrolling.

c. Students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the United States Armed Services, are not required to take the College Placement Test.

C. Upon completion of the above items, the student will be considered eligible for admission into an Associate's degree, certificate or college credit diploma program at SPC, unless the program has additional requirements (as in selective admissions health programs or some law enforcement programs).

III. Students Not Seeking Admission to a College Credit Program

A. Credit-seeking students indicating that there is no intent to earn a degree, certificate, or diploma while at SPC may be admitted to enroll for credit courses, with the following

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limitations, and shall be classified in one of the following categories:

1. Dual enrolled high school students
 2. Transient students from another college (see Procedure 4.07)
 3. Students taking classes only for personal enrichment or job improvement
 4. Teacher re-certification (or other baccalaureate certificates)
- B. Students in the above categories are not required to submit the same documents as those whose intent is to earn an Associate's degree, Certificate or Applied Technology Diploma. However, students still must provide evidence of meeting course prerequisites, where appropriate, by submitting transcripts, test scores, or by taking the College Placement Test at SPC.

IV. Returning Students

Students who return to St. Petersburg College (SPC) after an absence of six or more consecutive terms will provide updated information at the time of re-enrollment, including information about attendance at additional colleges during the absence of enrollment at SPC, updated contact information, updated program of interest, and updated residency for tuition purposes information. Returning students are not required to pay an additional application fee.

V. Transfer Students from Other Colleges

A transfer student is one who has previously attended another college. College credits earned at other regionally accredited colleges and universities may be transferred to St. Petersburg College and may apply toward program requirements. Guidelines for credit transfer are delineated in College Procedure 4.06.

VI. International Students

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International Student Admissions procedures are delineated in Procedure 4.08, which is specific to international students entering the U.S. on an F-1 student visa, or international distance students.

VII. Admission by Exception to College Credit Programs

Students who indicate at the time of admission that their intent is to earn an Associate's degree, Certificate or Applied Technology Diploma from SPC, but who do not initially meet the requirements to become admitted to a college-credit program of study, may nevertheless be eligible to enroll for certain college credit courses as provided in Section I of this procedure. By doing so, such students may later qualify for admission to a college-credit program. Upon showing evidence of demonstrated competency in college-credit courses at SPC or another regionally accredited institution, a student may be admitted to a college-credit program.

VIII. Denial of Admission

- A. Students who have been found to have knowingly submitted false information or who forged documents as part of the application process shall be denied admission to the College, or, if later found to have submitted falsified documents after enrolling at the College, shall be denied further enrollment. A student who has been denied admission or denied further enrollment under this procedure, may appeal to the Student Ombudsman. The decision of the Student Ombudsman is final.
- B. In accordance with Florida Statute 1001.64(8)(a), the College may consider the past actions of any person applying for admissions or enrollment and deny admission or enrollment to an applicant because of misconduct or because the College determines he or she would disrupt the orderly process of college programs, would interfere with the rights and privileges of other students or employees, and/or would represent a safety risk to students, employees, or property. Determinations are made in the best interests of the College. The student has

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a right to appeal denial of admission or enrollment through the campus Provost.

IX. Admission Information Utilization and Disclosure

- A. By submitting the application for admission, either online or hard-copy, the student grants permission to SPC to obtain on his/her behalf any secondary or post-secondary transcripts of schools attended prior to attending SPC, or, in some cases, subsequent to attending SPC.
- B. By submitting the application for admission, either online or hard-copy, the student grants permission to SPC to utilize his/her image in videos and photographs for promotional or advertising purposes.
- C. SPC collects and utilizes student Social Security Numbers for the purpose of compliance with federal and state statutes related to employment, financial and academic assistance, inter-institutional articulation or transfer, and for actions imperative to the performance of the College's duties and responsibilities as prescribed by law.
- D. Students shall submit a statement regarding residency for tuition purposes prior to the first day of the term/session in which initial enrollment occurs in order to correctly assess tuition and fees as resident or non-resident. In the absence of the residency statement, students shall be assessed non-resident tuition and fees for that term.

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