

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: PROPOSED AMENDED REGULATION **DATE: November 15, 2010**

NO: USF 3.018

TITLE: Admission to Baccalaureate Programs of University of South Florida System Institutions

Summary

The Florida Board of Governors (BOG) requires each University Board of Trustees to develop regulations governing the admission of undergraduate FTIC students that comply with the requirements outlined in BOG regulations. Individual institutions may choose to establish more stringent admission requirements within the parameters outlined in BOG regulations.

Academic Affairs and Undergraduate Studies have reviewed USF Regulation 3.018 and determined that substantial revisions to the regulation are necessary to comply with revised BOG Chapter 6 Regulations governing undergraduate admissions. This regulation also provides general guidance on admissions to applicants and USF System institutions and campuses.

This Regulation will be reviewed by the Academics and Campus Environment Workgroup to be placed on the Agenda of the December 16, 2010 Board of Trustees Meeting.

End of Summary

Proposed Amended Regulation:

1 **Substantial Revision of Regulation**

2 **USF SYSTEM REGULATION**

3 **Number: USF 3.018**

4 **Subject: Admission to Baccalaureate Programs of University of South Florida System**
5 **Institutions**

6
7 (1) This Regulation provides general admission guidance for the University of South Florida
8 System (USF System) institutions. To the extent each individual campus and institution within the
9 USF System has developed specific protocols which include appropriate title, office and internal
10 procedural references and criteria which may be found within the on-line publications for that
11 campus or institution, those more specific protocols must be applied. For reference as of the date
12 of the initial adoption of this Regulation, admission information and criteria for individual campus
13 or institution within the USF System may be accessed as follows:

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- USF Tampa: <http://usfweb2.usf.edu/admissions/>

16

- USF St. Petersburg: http://www.stpete.usf.edu/ugc/undergraduate_catalog.htm

17

- USF Sarasota-Manatee: <http://www.sarasota.usf.edu/Academics/Catalogs>

18

- USF Polytechnic: <http://poly.usf.edu/catalogs>

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20 In the event those protocols refer back to this Regulation, this Regulation shall be applied to the
21 individual applicant and campus or institution incorporating the appropriate criteria, names, offices
22 and titles unique to that campus or institution.

23

24 Admission of students to baccalaureate programs of study within the University of South Florida
25 System is within the jurisdiction of each campus or institution and shall be in accordance with the
26 USF System's mission and goals, the regulations of the Florida Board of Governors (BOG) and the
27 State of Florida Legislative Statutes. The policy for admission to graduate programs of study is
28 provided in USF System Regulation 3.008. The USF System encourages applications for admission
29 from all qualified applicants and does not discriminate based on race, color, marital status, sex,
30 religion, national origin, disability, age, sexual orientation veteran's status, or as otherwise prohibited
31 by state or federal law, in the admission process or in access to programs or activities of the USF
32 System.

33

34 (2) Admission of new undergraduate students to the USF System is selective within the
35 curricular, space and fiscal limitations of USF System institutions. The selection process includes
36 the review of credentials such as grades and grade trends, test scores, pattern and rigor of courses
37 completed, class rank, educational objectives, past conduct, school recommendations, personal

38 recommendations and personal records. Eligibility for admission does not guarantee admission to
39 the requested degree program. Preference for admission is given to those applicants whose
40 credentials indicate the greatest potential for academic success.

41 The Enrollment Management Plan of the USF System establishes the admission priorities and goals
42 for the upcoming three years and includes the numbers of new students by admission category,
43 academic quality indices and diversity for freshman, transfer, master's, doctoral and professional
44 students. Annually, the previous years' goals, targets and enrollment are reviewed and revisions are
45 made as needed. Each campus or institution has access to the research conducted by the USF
46 System with regard to enrollment planning & management in collaboration with the Office of
47 Decision Support to identify the pre-collegiate or collegiate factors that predict success of new
48 students in undergraduate programs. For entering freshmen, Academic Success Factors (ASF)
49 include, but are not limited to, additional coursework beyond the minimum state requirements in
50 Math, Science and/or Foreign Language; Advanced Placement, International Baccalaureate, AICE
51 and/or dual enrollment coursework; a postsecondary GPA of 3.0 or higher; and a score above the
52 national mean on the SAT-Writing test or the ACT-English/Writing sub-score. These ASFs are
53 reviewed biannually and are subject to change based on continuing research. For transfer students,
54 each campus or institution may apply the Completion Rate (ratio of completed hours to attempted
55 hours) at institutions previously attended as one of the strongest predictors of academic success and
56 graduation.

57

58 (3) **APPLICATION AND ADMISSION PROCESSES**
59

60 (a) **Application Process**

61 1. An application for admission is available on-line and must be submitted to the appropriate
62 USF System campus or institution by a:

- 63 • First time applicant for admission to a baccalaureate degree program;
- 64 • Former USF student who has not been enrolled in a USF System
- 65 institution during the twelve (12) months or three consecutive terms prior
- 66 to the new term of admission;
- 67 • Student who has been academically dismissed from the institution; or
- 68 • Continuing or former USF System student applying for a second degree
- 69 or another level of study, i.e. graduate degree program, if required by an
- 70 institution within the System.

71 2. Applications for admission and non-refundable application fees must be
72 submitted by the published application deadline for the requested term of entry or the degree
73 program, whichever is earlier. USF System institutions begin admitting students 12 months prior to
74 the requested date of entry. If the application, fee, or application materials are received after the
75 published application deadline or after the enrollment limits or program limits are achieved for the
76 requested term of entry, the USF System institution reserves the right to process the application for
77 the next available semester.

78 3. International applicants must submit the application and all admission credentials
79 so that all materials are received by the application deadline for the requested term of entry.

80 4. Official transcripts, test scores and other required credentials must be received
81 directly from the issuing institution or agency. The applicant is responsible for requesting all
82 required credentials and ensuring that they are received by the appropriate Office of Undergraduate
83 Admissions. All documents and credentials submitted are the property of the respective USF
84 System institution. Originals or copies of the originals will not be returned to applicant nor
85 forwarded to any third parties.

86 5. The institution reserves the right to request the testing agency to validate any
87 applicant's admission materials including transcripts and test scores such as SAT, ACT, TOEFL or
88 IELTS used in the admission process if, in the judgment of university officials, there is reason to
89 warrant this validation.

90 6. An application for admission, residency affidavit, or supporting documentation
91 submitted by or on behalf of a student containing false, fraudulent, or incomplete information may
92 result in the denial of admission, or future semester registration and/or rescission of admission,
93 credit or degrees awarded by USF System institutions. Applicants may request admission for a
94 different entry term that begins within 12 months of the original date of application without
95 submitting a new application or paying another application fee. Any request for changes of the
96 entry term or change to another campus or institution in the USF System must be submitted in
97 writing, and must provide the names of any college(s) attended and/or college work attempted that
98 is not reflected on the original application. Also, official copies of transcripts must be received by
99 the application deadline for the new term of entry or the degree program, whichever is earlier. If
100 the new term of entry begins more than 12 months after the original application, a new application
101 and fee must be submitted.

102

103 (b) **Admission Process**

104

105 1. Admission is granted for an entry term and program as designated in the Official
106 Acceptance Notice from the appropriate institution. Students must enroll for the term to which they
107 are admitted to validate their admission.

108

109 2. Students who do not enroll for the admitted term may request a Deferment of Admission
110 for a new entry term that starts within 12 months of the originally requested term. Applicants who

111 request new entry dates must meet the admissions requirements and selection criteria in effect for the
112 new term requested. Entry into selected degree programs may not be available for every term.

113 3. An applicant receiving a provisional admission as a degree-seeking student must submit any
114 missing admission credentials, such as official transcripts or test scores required to substantiate
115 eligibility for admission before the beginning of the second term of enrollment. Undergraduate
116 applicants—freshmen and transfers—who do not meet the applicable institutional admissions
117 requirements may be admitted through a profile assessment by a faculty committee under authority
118 delegated by the Florida Board of Governors when there is evidence that the student can be expected
119 to be academically successful. This alternative review may be utilized for applicants who have
120 important attributes, special talents or unique circumstances that will contribute to a representative
121 and diverse student population.

122 4. Students admitted to USF System institutions through a profile assessment because they
123 do not meet the BOG admission requirements (BOG Regulation 6.002, (2)4.(b)) must be reviewed
124 annually by the Dean of Undergraduate Studies, or the campus or institution's appropriate office to
125 ensure that their rates of retention, academic success and graduation remain near or above the
126 institution's average. Each campus or institution is responsible for required reports regarding
127 students admitted under this section. The success of students admitted under the profile assessment
128 process shall be reviewed by the Board of Trustees.

129

130 (4) **ADMISSION CRITERIA**

131 (a) **General Admission Requirements.**

132 1. The minimum admissions requirements for USF System institutions are provided in the
133 USF System Undergraduate Catalogs and available on the respective official websites (Freshmen and
134 Transfer Students) and the BOG websites (6.002 Freshmen, 6.004 Transfer Students). Satisfaction

135 of these requirements does not guarantee admission to the USF System institution. Preference for
136 admission is given to those applicants whose credentials indicate the greatest promise of academic
137 success and graduation.

138 2. All applicants are considered for admission using the same criteria and are expected to
139 meet the minimum admission requirements in effect for the term of entry. No pre-admission
140 consideration is given to an applicant with a disability. (See USF System Policy 0-108, Disability and
141 Accommodations.)

142 3. Information that must be submitted for any applicant to be considered for admission to
143 the USF System institution includes a completed application for admission that is available on-line, a
144 non-refundable application fee payable in U.S. dollars and, if English is not the primary or native
145 language, scores on the Test of English as a Foreign Language (TOEFL) or the International
146 English Language Testing System (IELTS).

147 4. New undergraduates—both freshmen and transfers—must complete the appropriate
148 Orientation/Advising/Registration program before the first day of classes of their term of entry.

149 5. The TOEFL or IELTS requirement shall be waived if the applicant has an Associate of
150 Arts (AA) degree/certificate from a Florida public college/university or if, immediately prior to the
151 entry date, the applicant has spent four consecutive years in a school where all courses are taught in
152 English or if the applicant meets the Board of Governors' minimum SAT or ACT scores in Reading
153 and Writing.

154 6. Performance in a USF System institution's coursework, attempted as a non-degree
155 seeking student, will not qualify an applicant for admission to a USF System institution's
156 undergraduate degree program except if completed as part of the approved Pathways programs
157 offered through INTO USF or other approved program.

158 (b) **Entering Freshmen Requirements**

159 The admission of entering freshmen is governed by Florida State Statutes and Florida Board of
160 Governors Regulations.

161 1. A diploma from a public or regionally accredited high school or the state-approved General
162 Education Development (GED) diploma is required for freshman admission. Early Admission
163 Program students are exempted from this requirement.

164 2. Freshman applicants who have earned a high school diploma must have academic units,
165 college-preparatory, yearlong courses or equivalents normally offered in grades nine through twelve
166 that are required for admission to USF System institutions as follows:

- 167 • Four (4) units of English—three must have substantial writing requirements;
- 168 • Four (4) units of mathematics including one unit beyond algebra II;
- 169 • Three (3) units of natural science—two must have substantial laboratory requirements;
- 170 • Three (3) units of social science—history, civics, political science, economics, sociology,
171 psychology and geography;
- 172 • Two (2) units of one foreign language; and
- 173 • Two (2) academic electives from among these five academic areas and other courses
174 approved by the Florida Department of Education.

175 3. USF System institutions recalculate high school grade point average for admission that
176 enhances credits for accelerated coursework with a grade of C or higher by adding one quality point
177 for grades earned in Advanced Placement courses, International Baccalaureate courses, AICE
178 (Advanced International Certificate of Education) and dual enrollment courses; and one-half quality
179 point for any grade earned in certain courses designated as honors or advanced by school districts
180 or independent schools.

181 4. Official admission test scores from the Scholastic Aptitude Test (SAT) administered by the
182 Educational Testing Services or scores from the American College Testing (ACT) program,

183 including the Writing scores, must be submitted. When scores are provided from multiple
184 administrations of an admission test, the combination of the highest individual subtest scores are
185 used to determine eligibility for admission.

186 5. As a minimum, each freshman applicant must meet one of the following:

187 a. At least a “B” average (3.0 on a 4.0 scale) as computed by the USF System in required high
188 school academic units in English, mathematics, natural science, social science and foreign language;
189 or

190 b. A combination of high school GPA and admission test scores equivalent to a 2.5 (on a 4.0
191 scale) as computed by the USF System in the required high school academic units in English,
192 mathematics, natural science, social science and foreign language, and scores on the Scholastic
193 Aptitude Test of 460 on Critical Reading, 460 on Mathematics and 440 on Writing) or comparable
194 sub-scores on the American College Test (ACT) of 18 on Reading, 19 on Mathematics and 18 on
195 English/Writing as indicated by the Florida Board of Governors.

196 6. Applicants with a GED diploma must have an average score of 580 or higher (58 on the
197 old GED exam) with a minimum score of 500 on each of the five tests (50 on the old GED exam),
198 and a total score of at least 1470 on the SAT Reasoning Test (Critical Reading, Mathematics, and
199 Writing) or 21 on the ACT.

200 7. Any freshman applicant who does not graduate from a regionally accredited secondary
201 school, including those applicants who are home schooled or those who have earned a GED, must
202 provide official results from the SAT Subject examinations in mathematics (Level II-C), foreign
203 language, science and social science. This requirement may be waived if the student provides an
204 official secondary or postsecondary transcript or official AP or CLEP examination results
205 demonstrating college readiness in each of the four core subject areas above. For the purposes of
206 the admission decision, the USF System will use the SAT Critical Reading and Writing scores or

207 ACT Reading and English/Writing sub-scores if the applicant has completed no senior-level or
208 postsecondary coursework in English.

209 (c) **General Transfer Requirements**

210 The admission of transfer students is governed by Florida State Statutes and Florida Board of
211 Governors regulation (BOG Regulation 6.004).

212 1. Transfer applicant must be in good standing and eligible to reenroll at the last regionally
213 accredited institution attended as a degree seeking student.

214 2. All transfer applicants are required to meet satisfactory academic progress criteria as
215 determined by the U.S. Department of Education. USF System institutions have specific transfer
216 admission requirements which may include a completion of specific percentage of courses
217 attempted. An excessive number of course withdrawals as well as failed and repeated courses could
218 negatively affect admissibility as a transfer to the USF System.

219
220 3. Transfer applicants must submit official transcripts from all post-secondary colleges and
221 schools attended.

222 4. Grade point averages for the purpose of admission will be computed based on grades earned
223 in courses acceptable for transfer credit; incomplete grades will be computed as failures.

224 5. Transfer applicants must have completed two credits of one foreign language or American
225 Sign Language in high school or the equivalent to eight to ten semester hours in the undergraduate
226 institution(s) attended or demonstrate equivalent foreign language competence as described in BOG
227 Regulation 6.004. Transfers are exempt from this admissions requirement if they received an
228 Associate in Arts degree prior to September 1, 1989, or if prior to August 1, 1989, they enrolled in a
229 program of study leading to an associate degree from a Florida public college or university and have
230 maintained continuous enrollment until they are admitted to a university. Continuous enrollment

231 will be established if the student enrolls in at least one term in each twelve-month period beginning
232 with the student's first enrollment in a community college and continuing until the student enrolls in
233 a university.

234

235 (d) **Lower Level Transfer Requirements**

236 1. Transfer applicants with less than 60 semester hours of transferable college credit (lower
237 level) must meet all Freshman Admission requirements (see Sec. (4)(b)5).

238 2. Lower level transfer students who do not meet the foreign language requirements must
239 satisfy the foreign language requirement prior to admission to the upper division and may not
240 exceed 5 percent of the number of freshmen enrolled in the prior academic year.

241 (e) **Upper Level Transfer Requirements**

242 1. Admission as a junior to the upper division of the USF System will be granted-within
243 curricular, space and fiscal limitations to an Associate of Arts degree graduate of a state- approved
244 Florida public college or university or a transfer applicant from an SUS institution who has received
245 the AA degree/certificate. The admission of AA degree transfers from Florida public colleges and
246 universities is governed by the Florida Articulation Agreement (BOG 6A-10.024 Articulation
247 Between and Among Universities, Community Colleges, and School Districts).

248 2. Undergraduate transfer students who have not earned the AA degree/certificate from a
249 public community/junior college or state university in Florida or who have attended another
250 college after receipt of the AA degree/certificate from a public community/junior college or state
251 university in Florida must have an overall 2.0 grade point average on a 4.0 system in all college level
252 courses attempted and acceptable to transfer.

253 3. Associate of Arts degree holders who are not exempt from the foreign language
254 requirement and all other upper level transfer students admitted without meeting the foreign

255 language admission requirement (see Sec. (4)(d)2.) must satisfy the foreign language requirement
256 prior to graduation.

257 (f) **Early Admission Requirements**

258 1. USF System institutions provide early admission programs for mature and academically
259 talented high school students to enroll in university classes prior to high school graduation.
260 Applicants are evaluated and must demonstrate strong potential for college level academic work
261 based on the high school record and admission test scores in accordance with Florida Statute
262 1007.271.

263 2. Early Admission applicants must submit all information required by the campus or
264 institution which may include specific reference to requirements for “Entering Freshman
265 applicants” or required forms and related documents or personal statements including
266 “Supplemental Information for Early Admission.”

267

268 (5) **ADMISSION TO LIMITED ACCESS DEGREE PROGRAMS**

269 USF System institutions have established limited access undergraduate degree programs of study,
270 which are approved by the Florida Board of Governors and the State of Florida Articulation
271 Coordinating Committee.

272 (a) Upon admission to a USF System institution, transfer students, especially those from
273 Florida’s public colleges and universities, shall have equal opportunity to enroll in limited access
274 baccalaureate programs.

275 (b) In addition to the minimum requirements for admission, applicants seeking entrance to
276 limited access programs must meet additional requirements published and announced by each
277 limited access program.

278 (c) Transfer applicants with 60 or more transferable semester hours who seek direct
279 admission must meet the criteria of the requested limited access program including the overall GPA
280 to be eligible for admission.

281

282 (6) **EVALUATION OF TRANSFER CREDIT**

283 The receipt and evaluation of transfer credits is the responsibility of each Office of Undergraduate
284 Admissions, which will evaluate the acceptability of total transferable credits. The college of the
285 student's major will determine the transfer courses applicable toward the degree and assign
286 equivalent courses to the transcript. In some cases, course equivalents may also be determined by
287 specific colleges that offer the same or similar courses as part of their programs of study.

288 (a) Transfer credits are accepted only from those institutions that are accredited by one of
289 the six regional accrediting agencies at the time the credits were earned. Credits earned at an
290 institution when it is/was in candidacy status will be considered for transfer credit once the
291 awarding institution receives full regional accreditation. If an applicant is applying from a non-
292 regionally accredited school, courses approved for transfer by the Articulation Coordination
293 Committee may be considered for transfer credit. However, the admission decision will be based
294 on the student's prior work, if any, at a regionally accredited institution. Students may submit a
295 request in writing to the Dean of Undergraduate Studies or appropriate Administrator for courses
296 from non-regionally accredited institutions to be accepted for transfer credit; submission of course
297 syllabi and other information may be required.

298 (b) Courses that are remedial, occupational, or vocational in nature are not accepted as
299 transfer credit to USF System institutions unless specifically determined by the campus or
300 institution. In addition, USF System institutions reserve the right to evaluate courses or deny
301 transfer credit, if not applicable to the degree program.

302 (c) Associate of Arts (AA) degree holders from a Florida public accredited institution will
303 be awarded 60 semester hours of credit and recognized as having completed the USF System's
304 General Education Requirements. For AA degree holders awarded by an out-of-state or private in-
305 state institution, the USF System institution's designated office will conduct a course-by-course
306 transfer credit evaluation.

307 (d) Articulated Associate of Science (AS) degree holders from a Florida public accredited
308 institution will be awarded 60 semester hours of credit including credit for appropriate transferable
309 General Education Courses they have completed. For AS degree holders awarded by an out-of-
310 state or private in-state institution, the USF System institution's designated office will conduct a
311 course-by-course transfer credit evaluation.

312 (e) All courses from a Florida public college or university with the same State Common
313 Course prefix and last three numbers as a USF System course are automatically transferred and the
314 transfer student will not be required to repeat these courses unless a college minimum grade or age-
315 of-record policy is involved. Excluded are graduate courses, studio courses in art, internships,
316 practica and performing arts courses in dance, acting, vocal and instrumental music.

317 (f) Credit is not awarded based on GED test scores.

318 (g) Military service school courses will be evaluated with reference to the recommendations
319 of the American Council of Education (ACE) when official credentials have been presented.
320 However, such recommendations are not binding upon USF System institutions.

321 (h) For ROTC and military science courses the maximum credit may vary with each
322 college. A student must confer with his/her college advisor to determine the credit for his/her
323 major.

324 (i) USF System institutions award credit-by-examination based on the minimum guidelines
325 as established by the Articulating Coordinating Committee (ACC) available on the FACTS.org

326 website, pursuant to Florida Statute 1007.27(2), and approved by the State Board of Education and
327 Board of Governors. Per USF System Policy 10-017, the USF System will accept a maximum of 45
328 credit hours earned through any combination of the examinations provided by the Advanced
329 Placement (AP), Advanced International Certificate of Education Program (AICE), International
330 Baccalaureate (IB), College Level Examination Program (CLEP), DANTES/DSST, Excelsior
331 College and CAPE exams.

332 (j) A maximum of 30 semester hours of extension, correspondence, and military service
333 education credits may be counted for the purposes of meeting transfer admission criteria and
334 applied toward a degree program.

335 (k) Grades earned in transferred courses are included in the student's grade point average for
336 the purposes of admission to limited access programs, awarding of honors at graduation, and class
337 ranking of baccalaureate students but transfer grades are not included in computing the student's
338 grade point average.

339 (l) A degree-seeking student must obtain prior written approval from the college of the
340 student's major for courses taken at another regionally-accredited institution to be applied to the
341 student's degree program.

342

343 (7) **INTERNATIONAL ADMISSION**

344 (a) International undergraduate applicants who are not permanent U.S. residents (BOG
345 Regulation 6.009) must submit applications for admission, application fees and all required
346 supporting documents by the published deadlines. Applicants living outside of the United States are
347 encouraged to submit required documentation no later than three (3) months prior to the date of
348 desired entry to USF System institutions or the deadline for the degree program, whichever is earlier.

349 (b) Supporting documentation includes the Financial Support Requirements Form to show
350 proof of availability of financial resources sufficient to cover all educational, maintenance, personal
351 and travel expenses while attending USF System institutions without financial assistance from the
352 USF System; all transcripts identifying subjects and grades from the first year of secondary work to
353 the time of application or graduation when applying as an entering freshman or a transfer with less
354 than 60 hours of transferable postsecondary credit; appropriate diploma(s), certificate(s), degree(s),
355 mark-sheet(s) and/or examination(s) passed from the home country as evidence of United States
356 equivalent qualifications and academic preparation for degree program requested; and Transfer
357 Clearance Form signed by the International Student Advisor, if currently enrolled in a U.S.
358 Institution.

359 (c) All transcripts must be in English. It is the applicant's responsibility to have the
360 transcript(s) translated before submitting them as part of their admission credentials. All transcripts
361 not in English must be accompanied by a certified English translation; foreign postsecondary
362 transcripts must be evaluated by one of the credential evaluation services identified and published by
363 the appropriate international admissions office. Documents signed by a notary or other public
364 official with no educational affiliation will not be accepted.

365 (d) Applicants whose native language is not English must demonstrate English proficiency by
366 meeting the minimum test score requirements on the Test of English as a Foreign Language
367 (TOEFL) as follows: 550 on the paper-based, 79 on the internet-based TOEFL (IBT), or 6.5 on the
368 IELTS. The TOEFL or IELTS requirement may be waived for an undergraduate applicant, if the
369 applicant has completed successfully the equivalent of English Comp I and English Comp II or has
370 submitted SAT or ACT test scores sufficient to validate English reading and writing proficiency as
371 determined by the Board of Governors of the State University System of Florida.

372

373 (8) **READMISSION OF FORMER STUDENTS (FSRs)**

374 (a) A degree-seeking undergraduate who has not enrolled in a USF System institution
375 during the last 12 months must complete a new Application for Admission to the institution by the
376 deadline for the term of requested reentry.

377 (b) Undergraduate students returning to seek a baccalaureate degree must:

378 1. Be in good academic standing and eligible to return to the USF System institution as well
379 as the last institution attended as a degree-seeking student. For all college-level academic courses
380 attempted at any institution since last enrolling in the USF System institution, the applicant's transfer
381 GPA must meet or exceed the GPA required of new transfer students at the time of readmission.

382 2. Former students who have attended one or more institutions since their last enrollment
383 must request official transcripts of all work attempted at the other institution(s) be sent to the
384 appropriate Office of Undergraduate Admissions. Acceptability of transfer credits toward
385 completion of degree programs will be determined by the college of the student's major.

386 3. The Academic Regulations Committees (ARC) have the Power to Approve (PTA)
387 petitions for undergraduate or non-degree seeking students that fail to maintain a 2.0 GPA and are
388 Academically Dismissed (AD) from a USF System institution. (Refer to the Academic Probation and
389 Academic dismissal Policy in the Undergraduate Catalog.) Academic Regulations Committees also
390 may approve the readmission of students who qualify for Academic Renewal to have portions of
391 their academic record not counted in the determination of the GPA for graduation purposes. (Refer
392 to the Academic Renewal Policy in the Undergraduate Catalog.)

393

394 (9) **DENIAL OF ADMISSION**

395 (a) Any applicant—freshmen and transfers—who does not meet minimum admission
396 requirements and/or is denied admission to a USF System institution may submit an appeal in

397 writing within 30 days of notification for reconsideration of the admissions decision using the
398 appropriate campus or institution process. The request must provide reasons/evidence why this
399 reconsideration is warranted based on extenuating circumstances and/or appropriate alternative
400 evidence of academic achievement, ability, motivation, and responsibility that indicates potential for
401 success. In addition to the admission criteria, other factors may be considered including, but not
402 limited to, improvements in high school record, family education background, socioeconomic status,
403 graduation from a lower performing high school, graduation from an International Baccalaureate
404 program, geographic location, military service, special talents, and/or abilities or other special
405 circumstances. After a thorough review of the student's profile by the appropriate faculty
406 committee, the committee may conclude that the applicant should be admitted if it is deemed that
407 the student can be successful academically and graduate from USF System institutions. Student-
408 initiated petitions that are denied by the Faculty Committee on Student Admissions may be further
409 appealed to the Dean of Undergraduate Studies or appropriate institutional officer with no
410 additional level for appeal beyond the Dean. Academic services and/or programs designed to
411 enhance the success of any student admitted based on a profile, must
412 be outlined in the committee's recommendation for admission.

413 (b) Undergraduate applicants—freshmen or transfers—who are denied admission as a
414 degree-seeking student may not enroll as a non-degree seeking student.

415 (c) Applicants denied admission to a USF System institution who have a disability as defined
416 by Board of Governors Regulation 6.018 and Section 1007.02, Florida Statutes may request a
417 reasonable substitution of any requirement for admission in a letter of appeal of the decision as
418 provided by the protocols of the USF System institution. The applicant may be required to provide
419 documentation as detailed in Board of Governors Regulation 6.018 or Section 1007.264 Florida
420 Statutes that the failure to meet the admission requirements is related to the disability, and the USF

421 System may request other pertinent documents as needed to determine eligibility for substitution
422 under this subsection.

423 (d) On appeal of a denial of admission, a USF System institution may provide reasonable
424 substitution for any course or high school unit requirement for any person who has a documented
425 disability. Documentation must be provided that the failure to meet the admission requirement is
426 related to the disability, and the institution may request pertinent documents as needed to determine
427 eligibility for substitution under this subsection.

428 (e) The USF System institution may refuse admission to a student whose record shows
429 previous misconduct that is deemed not to be in the best interest of the University community. The
430 Vice President for Student Affairs or other appropriate institutional officer or designee will review
431 all applications in which prior legal or behavioral conduct issues are noted. When necessary, this
432 officer will contact appropriate parties having knowledge of the applicant and/or the misconduct
433 and make a decision as to whether admission of the applicant will be in the best interest of the USF
434 System. Any applicant denied admission under this regulation may submit a written appeal to the
435 designated office within ten (10) days after the notification of the denial of admission.

436 (f) A non-degree seeking student dismissed from a USF System institution for violations of
437 academic integrity or the USF System's Student Code of Conduct is not eligible for admission as a
438 degree-seeking student to any USF System institution. If a student dismissed from a USF System
439 institution subsequently earns a degree from a regionally accredited institution, the student may
440 apply as a degree-seeking student to the USF System institution. If extenuating circumstances
441 contributed to the dismissal and the student meets current admissions requirements, the student may
442 submit a request for waiver of this rule to the Dean of Undergraduate Studies or to the appropriate
443 institutional officer or institution office for an academic violation, or to the Vice President of

444 Student Affairs or appropriate campus or institutional officer for a violation of the Code of
445 Conduct.

446

447 (10) **RECORD RETENTION**

448 Applications and documents submitted to a USF System institution by applicants who apply and are
449 denied, who are admitted but do not enroll, or whose application is incomplete, will be retained as
450 inactive files. However, all college transcripts must be resubmitted with any future reapplication to a
451 USF System institution.

452

453 Authority: Art. IX, Sec 7, Fla. Constitution, BOG Regulations 1.001, 6.001, 6.002, 6.004, 6.009. Sec.
454 1007.02, 1007.264, F.S. History–New 3-26-91, Amended 1-7-93, 6-19-02, Formerly 6C4-3.018,
455 F.A.C, Amended XX-XX-10.

AUTHORITY TO AMEND: Art. IX, Sec. 7, Fla. Constitution, Board of Governors Regulation
1.001.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENTS: Ralph Wilcox,
Provost and Executive Vice President, W. Robert Sullins, Dean for Undergraduate Studies.

**WRITTEN COMMENTS CONCERNING THIS PROPOSED REGULATION MAY BE
SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE
TO:**

Dee Brown, Agency Clerk
Office of the General Counsel
University of South Florida System
4202 East Fowler Avenue, Suite ADM 250
Tampa, FL 33620-6250
Phone: (813) 974-7150; FAX: 813-974-5236; E-MAIL: USFLEGAL@ADMIN.USF.EDU