

USF System   USF   USFSP   USFSM

**Number:** USF3.018  
**Title:** Admission to Baccalaureate Programs of University of South Florida System Institutions  
**Responsible Office:** Academic Affairs

**Date of Origin:** 3-26-91  
[31-18](#)

**Date Last Amended:** [6-11-187-31-18](#) (technical)

**Date Last Reviewed:** [6-11-187-](#)

(1) This Regulation provides general admission guidance for the University of South Florida System (USF System) institutions [to be applied to ensure consistency with Florida Board of Governors Regulation 6.002 and 6.008](#). To the extent each individual campus and institution within the USF System has developed specific protocols which include appropriate title, office and internal procedural references and criteria which may be found within the on-line publications for that campus or institution, those more specific protocols must be applied. For reference as of the date of the initial adoption of this Regulation, admission information and criteria for individual campus or institution within the USF System may be accessed as follows:

- USF Tampa: <http://ugs.usf.edu/pdf/cat1617/03Admissions.pdf>
- USF St. Petersburg: <http://www.usfsp.edu/catalog/>
- USF Sarasota-Manatee: <http://sar.usfsm.edu/catalog/>

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

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

(2) Admission of new undergraduate students to the USF System is selective within the curricular, space and fiscal limitations of USF System institutions. The selection process includes the review of credentials such as grades and grade trends, test scores, pattern and rigor of courses completed, class rank, educational objectives, past conduct, school recommendations, personal recommendations and personal records. Eligibility for admission does not guarantee admission to the requested degree program. Preference for admission is given to those applicants whose credentials indicate the greatest potential for academic success.

Individual USF System Institutions' Strategic Enrollment Plans influence admission priorities and goals for the upcoming three years including the numbers of new students by admission category, academic quality indices and diversity for freshman, transfer, master's, doctoral and professional students. Annually, the previous years' goals, targets and enrollment are reviewed and revisions are made as needed. Each campus or institution has access to the research conducted by the USF System with regard to enrollment planning & management in collaboration with the Office of Decision Support to identify the pre-collegiate or collegiate factors that predict success of new students in undergraduate programs. For entering freshmen, Academic Success Factors (ASF) include, but are not limited to, additional coursework beyond the minimum state requirements in Math, Science and/or Foreign Language; Advanced Placement, International Baccalaureate, AICE and/or dual enrollment coursework; and a postsecondary GPA of 3.0 or higher. These ASFs are reviewed biannually and are subject to change based on continuing research. For transfer students, each campus or institution may apply the Completion Rate (ratio of completed hours to attempted hours) at institutions previously attended as one of the strongest predictors of academic success and graduation.

### **(3) APPLICATION AND ADMISSION PROCESSES**

#### **(a) Application Process**

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

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

2. Applications for admission and non-refundable application fees must be submitted by the published application deadline for the requested term of entry or the degree program, whichever is earlier. USF System institutions begin admitting students 12 months prior to the requested date of entry. If the application, fee, or application materials are received after the published application

deadline or after the enrollment limits or program limits are achieved for the requested term of entry, the USF System institution reserves the right to process the application for the next available semester.

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

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

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

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

#### **(b) Admission Process**

1. Admission is granted for an entry term and program as designated in the Official Acceptance Notice from the appropriate institution. Students must enroll for the term to which they are admitted to validate their admission, non-enrollment results in the admissions offer being canceled.

2. Students who do not enroll for the admitted term may request a Deferral of Admission for a new entry term that starts within 12 months of the originally requested term. Applicants who request new entry dates must meet the admissions requirements and selection criteria in effect for the new term requested. Entry into selected degree programs may not be available for every term.

3. An applicant receiving a provisional admission as a degree-seeking student must submit any missing admission credentials, such as official transcripts or test scores required to substantiate

eligibility for admission before the beginning of the second term of enrollment. Undergraduate applicants—freshmen and transfers—who do not meet the applicable institutional admissions requirements may be admitted through a profile assessment by a faculty committee under authority delegated by the Florida Board of Governors when there is evidence that the student can be expected to be academically successful. This alternative review may be utilized for applicants who have important attributes, special talents or unique circumstances that will contribute to a representative and diverse student population.

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

#### **(4) ADMISSION CRITERIA**

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

1. The minimum admissions requirements for USF System institutions are provided in the USF System Undergraduate Catalogs and available on the respective official websites (Freshmen and Transfer Students) and the BOG websites ([6.002 Freshmen](#), [6.004 Transfer Students](#)). Prior to registration, each student accepted for admission must submit a signed medical history form, including documentation of appropriate immunizations as required by [USF Policy 33-002](#). Satisfaction of these requirements does not guarantee admission to the USF System institution. Preference for admission is given to those applicants whose credentials indicate the greatest promise of academic success and graduation.

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

3. Information that must be submitted for any applicant to be considered for admission to the USF System institution includes a completed application for admission that is available on-line, a non-refundable application fee payable in U.S. dollars and, if English is not the primary or native language, scores on the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the Pearson Test for English - Academic (PTE-A), INTO English Language Assessment (IELA) or First Cambridge English (FCE).

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

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

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

### **(b) Entering Freshmen Requirements**

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

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

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

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

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

4. Official admission test scores from the College Board SAT administered by the Educational Testing Services or scores from the ACT exam must be submitted. When scores are provided from multiple administrations of an admission test, the combination of the highest individual subtest scores are used to determine eligibility for admission.

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

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

b. A combination of high school GPA and admission test scores equivalent to a 2.5 (on a 4.0 scale) as computed by the USF System in the required high school academic units in English, mathematics, natural science, social science and foreign language, and scores on the College Board SAT of 500 on Evidence-Based Reading and Writing, 500 on Mathematics or comparable sub-scores on the ACT of 18 on Reading and 19 on Mathematics as indicated by the Florida Board of Governors.

6. Applicants with a GED diploma must have an average score of 580 or higher (58 on the old GED exam) with a minimum score of 500 on each of the five tests (50 on the old GED exam), and a total score of at least 1070 on the SAT (Critical Reading, Evidence-Based Reading and Writing, and Mathematics) or 21 on the ACT.

7. Any freshman applicant who does not graduate from a regionally accredited secondary school, including those applicants who are home schooled or those who have earned a GED, must provide official results from the SAT Subject examinations in mathematics (Level II-C), foreign language, science and social science. This requirement may be waived if the student provides an official secondary or postsecondary transcript or official AP or CLEP examination results demonstrating college readiness in each of the four core subject areas above. For the purposes of the admission decision, the USF System will use the SAT Evidence-Based Reading and Writing scores or ACT Reading and English sub-scores if the applicant has completed no senior-level or postsecondary coursework in English.

**(c) General Transfer Requirements**

The admission of transfer students is governed by Florida State Statutes and [Florida Board of Governors Regulation 6.004, Admission of Undergraduate, Degree-Seeking Transfer Students](#).

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

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

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

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

5. Transfer applicants must have completed two credits of one foreign language or American Sign Language in high school or the equivalent to eight to ten semester hours in the undergraduate institution(s) attended or demonstrate equivalent foreign language competence as described in [BOG Regulation 6.004](#). Transfers are exempt from this admissions requirement if they received an Associate in Arts degree prior to September 1, 1989, or if prior to August 1, 1989, they enrolled in a program of study leading to an associate degree from a Florida public college or university and have maintained continuous enrollment until they are admitted to a university. Continuous enrollment will be established if the student enrolls in at least one term in each twelve-month period beginning with the student's first enrollment in a community college and continuing until the student enrolls in a university.

**(d) Lower Level Transfer Requirements**

1. Transfer applicants with less than 30 semester hours of transferable college credit (lower level) must meet all Freshman Admission requirements (see Sec. (4)(b)5.).

2. Applicants with 30 or more and 59 or less transferrable semester hours must have successfully completed (C or higher) at least one English Composition course and one college level mathematics course that consists of three (3) semester credit hours. High school transcripts are required to demonstrate completion of the foreign language admission requirement.

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

**(e) Upper Level Transfer Requirements**

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

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

3. Associate in Arts degree holders who are not exempt from the foreign language requirement and all other upper level transfer students admitted without meeting the foreign language admission requirement (see Sec. (4)(d)2.) must satisfy the foreign language requirement prior to graduation.

**(f) Early Admission Requirements**

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

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

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

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

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

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

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

**(6) EVALUATION OF TRANSFER CREDIT**

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

(a) Transfer credits are accepted only from those institutions that are accredited by one of the six regional accrediting agencies at the time the credits were earned. Credits earned at an institution



when it is/was in candidacy status will be considered for transfer credit once the awarding institution receives full regional accreditation. If an applicant is applying from a non-regionally accredited school, courses approved for transfer by the Articulation Coordination Committee may be considered for transfer credit. However, the admission decision will be based on the student's prior work, if any, at a regionally accredited institution. Students may submit a request in writing to the Dean of Undergraduate Studies or appropriate Administrator for courses from non-regionally accredited institutions to be accepted for transfer credit; submission of course syllabi and other information may be required.

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

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

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

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

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

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

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

(i) USF System institutions award credit-by-examination based on the minimum guidelines as established by the Articulating Coordinating Committee (ACC) available on the [FACTS.org](http://FACTS.org) website, pursuant to [Florida Statute 1007.27\(2\)](#), and approved by the State Board of Education and Board of

Governors. Per [USF System Policy 10-017 \(Credit by Examination\)](#), the USF System will accept a maximum of 45 credit hours earned through any combination of the examinations provided by the Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), College Level Examination Program (CLEP), DANTES/DSST, Excelsior College and CAPE exams.

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

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

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

## **(7) INTERNATIONAL ADMISSION**

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

(b) Supporting documentation includes the "Financial Support Requirements" form to show proof of availability of financial resources sufficient to cover all educational, maintenance, personal and travel expenses while attending USF System institutions without financial assistance from the USF System; all transcripts identifying subjects and grades from the first year of secondary work to the time of application or graduation when applying as an entering freshman or a transfer with less than 60 hours of transferable postsecondary credit; appropriate diploma(s), certificate(s), degree(s), mark-sheet(s) and/or examination(s) passed, from the home country, as evidence of United States equivalent qualifications and academic preparation for the degree program requested; and "Transfer Clearance Form" signed by the International Student Advisor, if currently enrolled in a U.S. Institution. Each International applicant must submit a signed health history form, including proof of immunizations as required by [USF Policy 33-002](#), and proof of adequate health insurance coverage as required by [USF Regulation 6.0162](#).

(c) All transcripts must be in English. It is the applicant's responsibility to have the transcript(s) translated before submitting them as part of their admission credentials. All transcripts not in English must be accompanied by a certified English literal translation; foreign postsecondary transcripts must be evaluated by one of the credential evaluation services identified and published by the appropriate

international admissions office. Documents signed by a notary or other public official with no educational affiliation will not be accepted.

(d) Applicants whose native language is not English, from non-English speaking countries, or who have not earned a degree in the United States must provide, taken within 2 years of the desired term of entry, a minimum IELTS score of 6.5, a minimum PTE-A score of 53, a minimum Test of English as a Foreign Language (TOEFL) score of 79 (internet-based test), 213 (computer-based test) or 550 (written test), a minimum IELA score of 176 (with minimum subscores of 169) or a minimum FCE score of 176 (with minimum subscores of 169). Official Scores must be submitted to USF directly from the testing agency. The English Proficiency requirements may be waived for an undergraduate applicant, if the applicant has completed successfully the equivalent of English Comp I or has submitted SAT or ACT test scores sufficient to validate English reading and writing proficiency as determined by the Board of Governors of the State University System of Florida.

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

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

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

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

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

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

### **(9) DENIAL OF ADMISSION**

Any applicant—freshmen and transfers—who does not meet minimum admission requirements and/or is denied admission to a USF System institution may submit a written Letter of Appeal within 30 days of notification for reconsideration of the admissions decision using the appropriate campus

or institution process. The Letter of Appeal must provide reasons/evidence why the appeal is warranted based on extenuating circumstances and/or appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that indicates potential for success. In addition to the admission criteria, other factors may be considered including, but not limited to, improvements in high school record, family education background, socioeconomic status, graduation from a lower performing high school, graduation from an International Baccalaureate program, geographic location, military service, special talents, and/or abilities or other special circumstances. The appeal will be considered by the appropriate faculty committee designated by the University (currently the Faculty Committee on Student Admission) (referred to as the “Appeal Committee”). The Appeal Committee will determine if the additional information can support admission.

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

(b) Applicants denied admission to a USF System institution who have a disability as defined by [Board of Governors Regulation 6.018](#) and [Section 1007.02, Florida Statutes](#) may request a reasonable substitution of any requirement for admission in the Letter of Appeal as provided by the protocols of the USF System institution. The applicant may be required to provide documentation as detailed in [Board of Governors Regulation 6.018](#) or [Section 1007.264 Florida Statutes](#) that the failure to meet the admission requirements is related to the disability, and the USF System may request other pertinent documents as needed to determine eligibility for substitution under this subsection. The Appeal Committee will render a final University decision on that Letter of Appeal.

(c) In response to a Letter of Appeal, a USF System institution may provide reasonable substitution for any course or high school unit requirement for any person who has a documented disability. Documentation must be provided that the failure to meet the admission requirement is related to the disability, and the institution may request pertinent documents as needed to determine eligibility for substitution under this subsection.

(d) The USF System institution may refuse to consider an applicant for admission if the applicant’s criminal or academic/behavioral history shows previous misconduct that is deemed not to be in the best interest of the University community. The Vice President for Student Affairs or other appropriate institutional officer or designee will review all applications in which prior legal or behavioral conduct issues are noted. When necessary, this officer will contact appropriate parties having knowledge of the applicant and/or the misconduct and make a decision as to whether admission of the applicant will be in the best interest of the USF System following USF Policy 30-018. Any applicant (1) not cleared for admission consideration may submit a written appeal to the designated office within ten (10) days after the notification of the prior conduct review status as designated in USF Policy 30-018 or (2) cleared with restriction may appeal the restrictions or the decision of the Office of Admissions to the Appeal Committee as set forth in this Regulation.

(e) A non-degree seeking student dismissed from a USF System institution for violations of academic integrity or the USF System’s Student Code of Conduct is not eligible for admission as a

degree-seeking student to any USF System institution unless the student requests a review by the Appeal Committee. Factors the Admissions committee may consider are (1) whether subsequent to the dismissal the applicant has earned a degree from a regionally accredited institution (2) whether extenuating circumstances contributed to the dismissal and the student meets current admissions requirements.

## **(10) RECORD RETENTION**

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

*Authority:* Art. IX, Sec 7, Fla. Constitution, Fla. Board of Governors Regulations 1.001, 6.001, 6.002, 6.004, 6.009. Sec. 1007.02, 1007.264, F.S.

*History—New (BOT approval) 3-26-91, Amended 1-7-93, 6-19-02, Formerly 6C4-3.018, F.A.C, Amended 2-21-11, 9-7-12 (technical), 5-3-17 (technical), 4-19-18 (technical), 5-17-18 (technical), 6-11-18 (technical), [7-31-18, technical.](#)*

*Certification:* USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.