


PROCEDURE

Subject	Admission Standards Page 1 of 3	Number: 4.01.01
Source	Vice President, Student Affairs	Reference (Rule #) 6HX14-4.01
President's Approval/Date: 02/25/2014		

Policy

- A. Specific and detailed admissions policies and procedures that are consistent with Florida law governing Florida College System institutions shall be published in the Catalog and shall be part of this Procedure by reference.
- B. Program Access. State College of Florida, Manatee – Sarasota (SCF) baccalaureate and health science programs have limited seating and require a second application process in addition to the first-time college admission, degree- seeking, or traditional transfer, degree-seeking admissions process. An application to a specific program (application fee required) is required for some programs.
- C. The College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the College.
- D. Failure to fully disclose information in response to all questions on the College application for admission may result in the applicant’s denial of admission, and/or expulsion/suspension from a course, program, or the College.

Procedure

- A. Persons desiring information regarding admission to the College should contact the SCF Admissions Office.
- B. Applicants for admission who:
 - 1. are currently, or have ever been suspended, expelled, or required to withdraw from any high school or educational institution for any reason other than academic reasons;
and/or
 - 2. have ever plead guilty or were found to be guilty by a judge or jury to charges that the applicant committed a crime...other than a minor traffic offense, (this includes any a) plea of “no contest” or “nolo contendere”; b) any case where adjudication was withheld; c) juvenile offense; or d) any conviction that they are in the process of appealing), must self-disclose this information on the SCF Application for Admission, and provide a full statement of relevant facts and dates on a separate, attached form: *Student Disclosure of Disciplinary and/or Criminal Convictions*. Any self- disclosed information is subject to verification by the College.

The College may request the applicant to furnish all official documentation explaining the final disposition of all related proceedings.

3. The College may also consider and request the following records of behavior:
 - a. Records of any secondary school, university, or college (including records of SCF) from previous enrollment.
 - b. Records of any employer, governmental agency or military agency.
- C. Applicants for admission understand and agree that they are bound by the College's policies and procedures concerning application deadline dates and admission requirements.
- D. Applicants for admission agree to the release of any transcripts, student records and/or test scores requested by the College or the State College of Florida Foundation, Inc., including, but not limited to SAT, ACT, or college placement test score reports.
- E. Applicants for admission agree to answer all questions on the application truthfully and accurately, and that all documentation provided is complete.
- F. Applicants for admission agree to abide by all federal and state laws; county and municipal ordinances; and all SCF rules, regulations, policies and procedures.
- G. Students (applicant or enrolled) charged with sexual battery on a child 18 years or younger, or charged with child pornography, will immediately be withdrawn from the College until full resolution of the criminal charge(s) is documented.

Process

- A. All applications for admission will be reviewed for self-disclosure of information regarding:
 1. any current or past charges where the applicant was subject to suspension, expulsion, or required to withdraw from any high school or educational institution for any reason other than academic; and/or
 2. any guilty plea or finding of guilt by a judge or jury to charges that the applicant committed a crime...other than a minor traffic offense. This includes any a) plea of "no contest" or "nolo contendere"; b) any case where adjudication was withheld; c) juvenile offenses; or d) any conviction that they are in the process of appealing.
- B. All applicants for admission providing self-disclosing information as documented in *Process A* must provide a full statement of all relevant facts and dates on a separate attached form to the application for admission: ***Student Disclosure of Disciplinary and/or Criminal Convictions***.
- C. All applicants for admission who have been suspended, expelled, or required to withdraw from any educational institution for any reason other than academic, if asked, must make an appointment with the Office of the Vice President, Student Affairs as part of their admission process.
- D. All applicants for admission who are on probation/parole/community control or are currently in the process of appealing their conviction, if asked, must make an appointment with an advisor in the Campus Advising Center as part of the admissions process.
- E. All applicants for admission who have pled guilty or been found guilty (including any a) plea of "no contest" or "nolo contendere"; b) any case where adjudication was withheld c) juvenile offenses; or d) conviction currently under appeal) of one or more felony, if asked, meet with representatives from the offices of Admissions Advising Services and Public Safety and Security as part of the admissions process. The application for admission may also be forwarded to the College Appeal Admissions Committee for review as part of the admissions process.
- F. All applicants for admission who have pled guilty or been found guilty (including any a) plea of "no contest" or "nolo contendere"; b) any case where adjudication was withheld; c) juvenile offenses; or d) conviction currently under appeal) of a violation that involved a sexual offense or infliction of personal harm; or have been classified as a sexual predator/offender will be denied admission, but will have the opportunity to appeal the decision and meet with representatives from the offices of Admissions Advising

Services and Public Safety and Security. The appeal will be forwarded to the College Admissions Appeal Committee for review as part of the admissions process.

- G. By way of illustration, and not of limitation, the following are examples when the College may exercise its discretion to deny admissions or enrollment. If the applicant:
1. has not fully disclosed all requested information on the application for admission.
 2. has been convicted of a felony or plead no contest or had adjudication withheld to a felony charge in any state or federal court, or convicted or plead no contest or had adjudication withheld to a felony charge of an offense in any other state, territory, or country punishable by imprisonment of a term exceeding one (1) year.
 3. is currently serving a suspended sentence on a felony charge or on probation for a felony charge.
 4. has committed an act of violence or the use of force on any person or property except in the lawful protection of one's self or another from physical harm. Examples: Aggravated Battery, Aggravated Assault, Sexual Battery, Kidnapping, Armed Robbery, Murder, Arson, Manslaughter, Resisting an Officer with Violence or Aggravated Stalking. This list is not all-inclusive; other crimes not listed may be considered "an act of violence."
 5. has an outstanding bench warrant or capias.
 6. has not resolved all pending criminal proceedings in county, state, and/or federal court(s).
 7. is currently in Pre-Trial Intervention or Deferred Prosecution Program.
 8. Has not been removed from being incarcerated or a residential drug rehabilitation treatment program for more than one full calendar year.

Determination of eligibility cannot be made until all documentation is received and a complete criminal history record check has been completed.

If the College denies admission or enrollment to an applicant, the basis for the denial shall be disclosed to the student upon written request submitted within ten (10) days following denial of admission/enrollment.

- H. All applicants for readmission who were previously suspended or expelled from SCF must:
1. submit a written request to the office of the Vice President, Student Affairs for consideration for readmission
 2. provide reason(s) for readmission, including documentation that all previous issues, activities, and/or violations of the College Standards of Student Behavior have been rectified/resolved.
 3. must meet with representatives from the offices of Admissions Advising Services and Public Safety and Security as part of their readmission process.
 4. have their request for readmission reviewed and approved by the College Admissions Appeal Committee.

If the College denies readmission to an applicant, the basis for the denial shall be disclosed to the applicant upon written request submitted within ten (10) days following denial of admission.

- I. All applicants who indicate they desire/require assistance with a disability of any nature will be referred to the campus Disability Resource Center (DRC) for guidance and advising.