



## FGCU REGULATION 2.001

*Effective Date  
of Regulation:*

### Undergraduate Admissions

*April 14, 2023*

#### A. GENERAL STATEMENT

Florida Gulf Coast University (“University” or “FGCU”) encourages application from all qualified individuals regardless of age, race, religion, national origin, ethnicity, color, sex, sexual orientation, disability, marital status, or veteran’s status. The Office of Undergraduate Admissions provides prospective students, parents, and other interested individuals with admission counseling, presentations, tours, and informational workshops. All credentials and documents submitted during the admission (from submission of the application to rendering of an admission decision) and enrollment (from admission decision to registration for course work) processes become the property of FGCU and will not be returned to the applicant or forwarded to another institution, agency, or person. Furnishing any false or fraudulent statements or information in connection with the admission or enrollment process may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

Admission of new undergraduate students to FGCU 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 at FGCU.

#### B. APPLICATION DEADLINES

1. Applicants are encouraged to apply as early as possible - up to twelve (12) months before the requested entry date. Application deadlines are listed on the Admissions website. Applicants still enrolled in high school at the time of application should submit a high school transcript showing at least six (6) semesters of completed course work. Students admitted to FGCU must submit a final high school transcript following the conferral of the high school diploma.
2. Transfer students, with courses "In Progress" at the time of the initial application, must submit a final, official transcript showing grades for all course work and any degree conferred upon completion of the academic term. Admission remains contingent upon successful completion of in-progress coursework. Applications received after published website deadlines will be processed on a space-available basis.
3. International students should refer to the section on International Admissions for appropriate deadlines.

## **C. APPLICATION FEES**

1. Application fees for Undergraduate and Non-Degree Seeking students are required and non-refundable. The application fee is a one-time payment, provided the student is admitted and matriculates within one (1) year (defined as the original term of admission plus the following two (2) terms) (which includes the summer term). If the student fails to complete the application, is denied admission, or once admitted does not matriculate within this one (1) year a new application and fee are required.
2. Students returning to FGCU after a period of non-enrollment (at least one (1) year) as either degree seeking or non-degree seeking, alumni returning to FGCU, and non-degree seeking students submitting a degree-seeking application do not have to submit the application fee. Application fees will be waived in the following situations:
  - a. When students submit a Request for Waiver of College Application Fee from the SAT or ACT Program Fee-Waiver Service, or a National Association for College Admission Counseling (NACAC) Application Fee Waiver form, Common Application Fee Waiver;
  - b. For special programs initiated by the University that are designed to help specific groups of students who would otherwise not be able to attend the University. Request to waive the application fees for students in these programs should be made to the Assistant Vice President for University Admissions well in advance of the program start; or
  - c. For other populations determined by the University to meet strategic objectives.

## **D. OFFICIAL TRANSCRIPTS AND TEST SCORES**

Official transcripts and test scores, if applicable, are required of applicants seeking formal admission to FGCU. To be official such documents must be sent directly to FGCU from the issuing institution and must be received by the published deadlines. It is the applicant's responsibility to have the required documentation forwarded to the FGCU Undergraduate Admissions in order for the application to be processed. All materials and fees (except the on-line application) may be mailed to Florida Gulf Coast University, Undergraduate Admissions, 10501 FGCU Boulevard South, Fort Myers, FL 33965-6565. Documents may also be electronically transmitted using recognized services. Official test scores (ACT or SAT), a high school transcript, and transcripts of all previously attended colleges and universities should be sent to Undergraduate Admissions.

## **E. EARLY COLLEGE PROGRAMS**

1. FGCU has full-time and part-time dual enrollment agreements with local school boards for academically talented high school students who would like to challenge themselves by enrolling either full-time at FGCU in the Accelerated Collegiate Experience (FGCU ACE) program, or part-time at participating high schools. Courses taken will count

towards high school graduation and University degree completion.

## 2. Criteria for Early College Programs:

An applicant for early college programs must meet the following criteria:

- a. Demonstrate exceptional academic ability and college readiness;
- b. Be enrolled in a rigorous college preparatory curriculum; and
- c. Meet the minimum grade point average (GPA), test score requirements, and eligibility requirements as established in the dual enrollment agreement. Specific admission requirements and the application procedures are available through the office or program sponsoring the early college program, including FGCU ACE. Application requirements may vary depending on the individual college path. Contact Undergraduate Admissions for further directions.

## 3. Required Admission Materials

Students should consult the FGCU ACE website for the application procedure, including deadlines and required documents.

## F. FIRST-TIME-IN-COLLEGE STUDENTS

1. Applicants for admission as first-time, degree-seeking freshman (FTIC) must meet the minimum requirements set forth in Florida Board of Governors (BOG) Regulation 6.002 as well as any admissions criteria set by the University. FTIC students are defined as students who have earned a high school diploma from a Florida public or regionally accredited high school, or its equivalent, and who have earned fewer than twelve (12) semester hours of transferrable credit since receiving a high school diploma or its equivalent. FTIC applicants who earn transferable college credit, regardless of the total number, before graduating high school are considered freshman (FTIC). Applicants must submit an application for admission, official transcripts of all secondary work from each post-secondary institution, as appropriate, and official ACT or SAT test scores.
2. An FTIC student must be a graduate of a Florida public or regionally accredited high school, or its equivalent, and have completed eighteen (18) Carnegie units which are year-long courses and not remedial in nature. At a minimum, the following units must be completed: four (4) units of English (at least three (3) with substantial writing); four (4) units of mathematics at the level of algebra I or higher (algebra A, B is equivalent to one (1) unit of algebra I); three (3) units of natural science (at least two (2) with a laboratory); three (3) units of social science (to include anthropology, history, civics, political science, economics, psychology, sociology, or geography); two (2) units of the same foreign language (American Sign Language can substitute for a foreign language) (see section G.3. below regarding foreign language competency); and two (2) academic electives (a. Two (2) credits from among Level II courses listed in the Department of Education

Course Code Directory in English/Language Arts, Mathematics, Natural Science, Social Science, Foreign Language, Fine Arts; Level III courses listed in the Directory in any academic or career and technical education credited discipline; or Dual Enrollment courses for which both high school and postsecondary academic credits are granted; OR b. One (1) credit courses from previously described electives and one (1) credit from grade nine (9) or above in ROTC/Military Training, or an equivalent course in any discipline as determined by the Articulation Coordinating Committee.)

3. Students who entered high school as a freshman prior to July 1, 2007 are required to complete three (3) units of mathematics and three (3) academic electives. FGCU will utilize a weighted GPA as determined by the Undergraduate Admissions. Weighted GPAs include one (1) point for credits earned in Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE) courses, and Dual Enrollment courses for grades of C or higher. One-half (1/2) point for honors courses, Pre-AICE, and Pre-IB for grades of C or higher.
4. Academic and elective courses are listed in the Counseling for Future Education Handbook published by the Florida Department of Education. Initial application review is based on high school weighted grade point average (GPA) in the academic units and performance on standardized admission tests. Acceptable tests include the SAT, or the ACT. Students who graduate from high school in 2006 or later must submit the new SAT with the writing test or an ACT with the combined English and writing score. Students applying for Spring 2017 or later are not required to submit an essay score.
5. Each FTIC student admitted to FGCU is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second (2<sup>nd</sup>) high school level or higher (Spanish 2, Haitian Creole 2, for example). A limited number of students not meeting the high school foreign language requirement may be admitted; however, these students must fulfill the foreign language requirement prior to completion of the baccalaureate degree. These students may meet this foreign language admission requirement by demonstrating competency at the elementary two (2) level in one foreign language or American Sign Language at an undergraduate institution; demonstrating equivalent foreign language competence on the basis of scores determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies, as adopted by the Board of Governors; or demonstrating equivalent foreign language or American Sign Language competence through other means approved by the university. Any FTIC student with a disability shall be eligible for reasonable substitution or modification of any requirement for admission pursuant to BOG Regulation 6.018, Substitution or Modification of Requirements for University or Program Admission, Undergraduate Transfer, or for Graduation by Students with Disabilities.
6. FTIC students applying to FGCU may be considered for admission based on the following criteria. Meeting the minimum requirements does not guarantee admission as factors such as number of qualified applicants and available space may be taken into consideration.

- a. A 3.0-weighted GPA on a 4.0 scale paired with one (1) of the standardized admission tests. Subsections of each test must be above minimum or remedial levels, as determined by the Florida Board of Governors and the State Board of Education; or
- b. An FTIC student may be admitted if he or she has a high school weighted GPA of 2.5 - 2.99 on a 4.00 scale. Course work from which a student has withdrawn with passing grades will not be included in the calculation. In addition to achieving the minimum GPA, a student must achieve the minimum scores for each SAT Reasoning Test or ACT section as outlined below:
  - 1) SAT: Reading Test  $\geq$  24, or ACT: Reading  $\geq$  19;
  - 2) SAT: Mathematics  $\geq$  24, or ACT: Mathematics  $\geq$  19; and
  - 3) SAT: Writing & Language  $\geq$  25, or ACT: English  $\geq$  17 and English/Writing  $\geq$  18.
5. Talented Twenty. Within space and fiscal limitations, any student ranked in the top twenty percent (20%) of his or her Florida public high school that has passed all required academic units and who has submitted SAT scores from the College Board or ACT scores from ACT, Inc., prior to enrollment, shall be admissible to FGCU. Admission to the University does not guarantee placement in the academic program of the applicant's choice.
6. Home Education or Other Non-traditional high school program of study. Any applicant who completed a non-traditional high school program of study, which is not measured in Carnegie Units, such as home schooling, or a student who presents a General Equivalency Diploma (GED) instead of a standard high school diploma, may not qualify for admission based on the criteria listed above. Instead, the applicant must present a total score of at least 1450 on the SAT (Critical Reading + Math+ Writing & Language) or a 21 composite on the ACT plus writing. Students applying for Spring 2017 and later must present a combined score of at least 1060 on the SAT (or concordant redesigned SAT combined score) or an ACT composite score of 21. Sub-sections of each test must be above the minimum or remedial levels as described above.
7. Alternative Admission. A student applying for admission who does not meet these requirements may be eligible for admission through a student alternative admission, which considers additional factors, including, but not limited to, the following: a combination of test scores and GPA that indicate a potential for success, improvement in high school record, military service, family educational background, socioeconomic status, graduation from a low-performing high school, graduation from an International Baccalaureate program, the length of time since high school graduation, geographic location, creativity, character, and special talents or abilities. These additional factors shall not include preferences in the admissions process for applicants on the basis of race, ethnicity, color, national origin, disability, sex, or marital status. These students may be admitted if, in the judgment of the Admissions Committee, there is sufficient evidence

that the student can be expected to succeed at the institution.

- a. The number of FTIC students admitted each year through alternative assessment shall not exceed ten percent (10%) of the total number of admitted FTIC students.
- b. Students admitted through alternative assessment shall be monitored and provided a learning plan to help ensure that their retention and graduation rates remain at or near the institution's average. Each year a report will be provided to the FGCU Board of Trustees reviewing the success of these students.
- c. Any FTIC or Transfer student with a disability shall be eligible for reasonable substitution or modification of any requirement for admission pursuant to Board of Governors Regulation 6.018, Substitution or Modification of Requirements for University or Program Admission, Undergraduate Transfer, and for Graduation by Students with Disabilities.

## **G. LOWER DIVISION TRANSFER**

1. Transfers with less than thirty (30) transferrable hours - Students who are lower division transfer applicants (those with at least twelve (12) but fewer than thirty (30) semester hours of transferable credit as determined by Undergraduate Admissions) must meet all requirements of incoming FTIC applicants as described in the above section. These students must also have a minimum cumulative transfer GPA of at least 2.0 (on a 4.0 scale) as calculated by the University and be eligible to return as a degree-seeking student in good standing to the last institution attended, as evidenced by an official transcript from any post-secondary educational institution.
2. Transfers with thirty (30) or more, but less than sixty (60) transferrable hours – Lower division transfer students with thirty (30) or more, but less than sixty (60) transferrable hours must have a minimum transfer GPA of at least 2.0 (based on a 4.0 scale) as calculated by the University and be eligible to return as a degree seeking student in good standing to the last institution attended. In addition, students must have successfully completed (C or Higher) at least one (1) English Composition course and one (1) college level mathematics course, that consists of three (3) semester credit hours (prior to enrollment in upper division courses). High school transcripts may be required to demonstrate completion of the foreign language admission requirement. Students not meeting these requirements must then meet the requirements for transfer students with less than thirty (30) transferrable hours.
3. A limited number of lower division transfer students not meeting admission criteria may be admitted if the student can reasonably be expected to complete satisfactory academic work. Factors such as the number of post-secondary hours completed, grades obtained, coursework completed, military credit earned, and length of time since high school graduation are some of the factors that will be considered.
4. Lower division transfer students who meet minimum requirements are not guaranteed

admission into FGCU.

## **H. TRANSFER WITH FLORIDA ASSOCIATE OF SCIENCE DEGREE**

1. FGCU has entered into articulation agreements with several Florida College System institutions for the purpose of facilitating transfer into FGCU degree programs. Applicants who have received an Associate of Science degree immediately prior to transferring to FGCU will be admitted if, and only if, the following requirements are met:
  - a. The AS degree is in one (1) of the approved disciplines listed on the FGCU Undergraduate Admissions website in the transfer section;
  - b. From an approved Florida College System institution; and
  - c. The applicant has applied for the corresponding FGCU degree program.
2. However, transfer applicants with an Associate of Science degree who matriculate to a post-secondary institution and fail to maintain at least a 2.0 GPA in additional courses, will not be eligible to transfer to FGCU. Admission is not guaranteed to programs designated as limited access. Some programs have additional program admission criteria.

## **I. TRANSFER WITH FLORIDA ASSOCIATE OF ARTS DEGREE**

1. Admission of Associate of Arts (AA) degree graduates from Florida College System institutions, state colleges, and state universities will be governed by the Articulation Agreement between the state universities and Florida College System institutions, as approved by the Board of Governors and State Board of Education. These Florida Associate in Arts graduates shall receive priority for admission over out-of-state transfer students. The agreement states that, except for limited access programs, admission as a junior to the upper division of the University may be granted to any graduate of a state-approved Florida College System institution or State University System institution who transfers to FGCU, who has completed the university parallel program, and who has received the AA degree which includes all of the following:
  - a. AA degree has been awarded and posted on official college transcript;
  - b. Completion of sixty (60) semester hours of college credit courses in an established program of study, exclusive of courses not accepted in the state university system, and including a general education core curriculum of thirty-six (36) semester hours of college credit in communication, mathematics, social sciences, humanities, and natural sciences with the remaining twenty-four (24) semester hours consisting of appropriate common program prerequisite courses and electives.
  - c. Completed an approved general education program of at least thirty-six (36) semester hours; and

- d. Has a minimum cumulative 2.0 GPA (on a 4.0 scale) as calculated by the University and is eligible to return as a degree-seeking student in good standing (with at least a 2.0 GPA) to the last institution attended.
2. In addition to completion of requirements for English and mathematics courses as adopted by the Board of Governors and the State Board of Education, each transfer student admitted to FGCU is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second (2<sup>nd</sup>) high school level or higher (Spanish 2, Haitian Creole 2, for example). A limited number of students not meeting foreign language requirement may be admitted; however, these students must fulfill the foreign language requirement prior to completion of the baccalaureate degree. These students may meet this foreign language admission requirement by demonstrating competency at the elementary 2 level in one foreign language or American Sign Language at an undergraduate institution; demonstrating equivalent foreign language competence on the basis of scores determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies, as adopted by the Board of Governors; or demonstrating equivalent foreign language or American Sign Language competence through other means approved by the university.
3. Transfer students, both Lower Level and Upper Level, must submit an application for admission to the University and official transcripts from every post-secondary institution attended.
4. Individual programs may have additional requirements over and above that which is required to gain University admission including a supplemental application, minimum GPA, pre-requisites courses, and test scores. Students should verify specific program requirements prior to commencing the application process.

#### **J. UPPER DIVISION TRANSFER (NON-FLORIDA ASSOCIATE OF ARTS)**

1. Students with at least sixty (60) semester hours of transferable credit (as determined by the Office of Undergraduate Admissions) are not required to submit test scores for admission to the University. Transfer students must submit the application to the University as well as an official transcript from every postsecondary institution attended.
2. A transfer student must also have a minimum cumulative 2.0 GPA (on a 4.0 scale) as calculated by the University and be eligible to return as a degree-seeking student in good standing (with at least a 2.0 GPA) to the last institution attended. A transfer student also must have completed at least two (2) college level math and English courses with grade of C or higher.
3. Each Transfer student admitted to FGCU is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second (2<sup>nd</sup>) high school level or higher (Spanish 2, Haitian Creole 2, for example). A limited number of students not meeting the foreign language requirement may be admitted; however, these students must fulfill the foreign language requirement prior to completion of the baccalaureate



degree. These students may meet this foreign language admission requirement by demonstrating competency at the elementary 2 level in one foreign language or American Sign Language at an undergraduate institution; demonstrating equivalent foreign language competence on the basis of scores determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies, as adopted by the Board of Governors; or demonstrating equivalent foreign language or American Sign Language competence through other means approved by the university.

4. Individual programs may have additional requirements over and above that which is required to gain University admission including a supplemental application, minimum GPA, pre-requisites courses, and test scores. Students should verify specific program requirements prior to starting the application process.
5. Upper division transfer students who meet minimum requirements are not guaranteed admission into FGCU.

#### **K. NON-FLORIDA RESIDENTS TRANSFERRING IN FROM IN-STATE INSTITUTIONS**

A transfer student from a Florida postsecondary public institution who is admitted to a university pursuant to this regulation shall be entitled to pursue a degree in accordance with the transfer requirements afforded native students as outlined in the University catalog that was in effect for the academic year in which the transfer student was initially enrolled as a freshman at his or her prior postsecondary institution, provided the student has maintained continuous enrollment.

#### **L. FORMER STUDENT RETURNING**

1. A returning student is any former FGCU degree-seeking undergraduate student who has not earned a degree, who has not been enrolled at FGCU for at least a year, and who wishes to re-enroll. The former student must submit a readmission application by the appropriate application deadline. A new application fee is not required. Students should refer to the Readmission Student Website for guidance on application processes. Readmission to FGCU does not equate to readmission into a specific academic program. Students who do not meet stated progression requirements, or criteria for admission into a limited access program, will need to select an alternate program of study. Additionally, students who are not in good academic standing should refer to the Academic Standing section of the Academic Catalog for guidance and reinstatement options.
2. Students enrolled in an FGCU-Approved study abroad program are exempt from this requirement and will be permitted to re-enroll upon their return to FGCU.

#### **M. INTERNATIONAL STUDENT ADMISSION**

1. FGCU is authorized under Federal law to enroll non-immigrant students. Applicants are classified as international if they are not United States citizens, dual citizens, or

permanent residents, and if they are applying for an F-1 student visa or a J-1 Exchange Visitor visa (Exchange visitors are classified as either scholar or student). International students may apply to study in any degree program or major for which the University has been granted authorization by the U.S. Department of Homeland Security, Student Exchange Visitor Program, or U.S. Department of State to enroll international students. Degree majors with program designs and limitations that do not comply with federal regulations or are pending federal approval are not open to international student applicants.

2. International students must meet admission criteria at the level of entrance for the program to which they apply, as well as the following:
  - a. International students must have all credentials and admission information submitted to Undergraduate Admissions prior to the published deadline on the Admissions website for international students. Students whose applications are not completed by these respective dates (all elements of the application process including submission of required documents, transcripts and evaluations, test scores, and application fee, etc.) may be deferred to the next fall or spring term for admission.
  - b. All transfer coursework submitted must be evaluated by an international evaluation agency. Agency recommendations are listed on the University's international admission website. A course-by-course evaluation is required. The applicant pays for this service and contacts the evaluating agency directly.
  - c. International students currently attending any institution in the United States must submit a visa clearance form issued by FGCU to be completed by their current school designating Florida Gulf Coast University as their transfer institution and confirming their status as an F or J visa holder.
  - d. Applicants must demonstrate English proficiency in accordance with University policy, and will be required to submit satisfactory evidence to demonstrate English proficiency based on the following options:
    - 1) TOEFL (Test of English as a Foreign Language) scores, unless the country of origin uses English as the official language.
      - a) A minimum score of 213 is required on the computerized TOEFL, 79 on the Internet-based TOEFL, and 550 on the paper-based TOEFL.
      - b) Some academic programs may require a TOEFL score greater than the minimum (see program requirements).
    - 2) With the approval of the Assistant Vice President for University Admissions and the appropriate Dean, applicants may furnish satisfactory evidence of English competency in lieu of the TOEFL. Examples of satisfactory evidence include, but are not limited to:

- a) Completion of the IELTS (International English Language Testing System, [www.IELTS.org](http://www.IELTS.org)) with a minimum score of 6.5;
  - b) Completion of ENC 1101 and ENC 1102 (or equivalent) with a grade of C or higher;
  - c) Receipt of an AA degree from a Florida public institution;
  - d) A Bachelor's Degree from a U.S. regionally accredited institution;
  - e) Completion of the Duolingo English test with a minimum score of 110;
  - f) Graduation from a United States high school where instruction was in English if enrolled for at least four (4) years; or
  - g) An English Language proficiency assessment by a certified ESL faculty. Proficiency assessment will include the following: Listening, Reading, Writing, and Speaking. The certified ESL faculty will provide Undergraduate Admissions with a written evaluation of the assessment and their recommendation that the international student has the language skill to do full-time university work.
- e. The applicant must file a Certification of Finances confirming availability of specific funds to finance the first (1<sup>st</sup>) year of study before the University issues the appropriate documents for obtaining a visa.
- f. A J-1 student's Certification of Finances must document that the student is directly or indirectly financed by the U.S. government, the government of their home country, an international organization of which the U.S. is a member (by treaty or statute) or if they are substantially supported by funding from any source other than personal or family funds, including an FGCU tuition waiver.
- g. No international student in F or J non-immigrant status shall be permitted to register, or continue enrollment, without demonstrating that the student, and in the case of J visa holders, their accompanying spouse and dependents have adequate medical insurance coverage for illness and accidental injury and which meets the minimum requirements set forth in FGCU Regulation 4.008, International Student Insurance, and the BOG Regulation 6.009, Admissions of International Students to State University System (SUS) Institutions.
- h. International students are subject to the same University policies and procedures that apply to all students, such as admission, enrollment, immunization, etc. Additionally, international students are obligated to follow and comply with the laws and regulations set by the United States Department of State, United States Department of Homeland Security and the United States Citizenship and Immigration Services,

which may determine the student's eligibility for enrollment, residency status, limitations on credit hours or semesters of study, limitations on enrollment of distance learning courses, and length of presence in the U.S.

## **N. ACADEMIC AMNESTY**

A readmitted undergraduate student who has not been in attendance at FGCU for a period of at least three (3) years may apply to the Academic Standards Committee for academic amnesty. Specific details on the policy for amnesty, how to apply, and the conditions under which amnesty may be granted are published in the University Catalog by Records and Registration.

## **O. SUBSTITUTION OR MODIFICATION OF ADMISSION REQUIREMENT**

A student who is requesting a reasonable substitution or modification for any requirements for admission into an undergraduate program due to a disability must provide appropriate documentation (less than three (3) years old) that supports the ability to succeed at the university level to the Office of Adaptive Services. The admission decision will be made on an individual basis from documentation provided by the student. If an admission test score is required for the specific category of undergraduate admission, the test score will not be waived.

## **P. PRIOR CONDUCT**

1. Florida BOG Regulation 6.001, General Admissions, section (7), authorizes universities to refuse admission to applicants due to past misconduct. The Dean of Students, or designee, reviews all applications disclosing information regarding any academic or conduct violation. Applicants must submit to Undergraduate Admissions information regarding academic or legal violation including, but not limited to, criminal charges, convictions, criminal traffic violations, a conduct case at another institution, or pending FGCU Student Code of Conduct charges. Decisions are made in the best interest of the University community consistent with state and federal law.
2. A misrepresentation in the response to the conduct history questions may result in a rescinding of admission.

## **Q. APPEALING ADMISSIONS DECISIONS**

1. Applicants denied admissions may appeal the decision to the Associate Vice President for Enrollment Management, or designee, by sending a written request to Undergraduate Admissions and including new and compelling information that was not part of their original application. Notification of the decision will be sent in writing within ten (10) days after final review.
2. Applicants denied admission should submit letters of recommendation, additional test scores, or transcripts, disability documentation (if applicable), or personal

statements/essays to Undergraduate Admissions.

3. If students are admitted to the University yet denied admission to a limited access program, an appeal should be made to the specific program appeals committee.

## **R. DEFERRING OR CHANGING ADMISSION TERM**

A student who does not enroll in the term to which he or she has been admitted may defer or change admission to a future term by submitting a *Change of Term* form to Undergraduate Admissions. Admission in the new term is not automatic and a student requesting a new term must meet the admission requirements in effect for the new term. Entry dates for some programs are limited to specified terms. If a student attends another post-secondary institution in the interim, a new application for admissions is required as well as official transcripts of all classes attempted. Deferrals will only be considered for up to one (1) year.

## **S. TRANSFER OF COURSEWORK**

1. Undergraduate Admissions is responsible for receiving and evaluating transfer credit. The office evaluates the acceptability of total credits transferable to FGCU and identifies total credits accepted at the lower division (1000 and 2000 level courses). The college of the student's major assigns equivalent upper division (3000 and 4000 level) courses and graduate (5000 and 6000 level) courses in determining which courses are applicable toward specific degrees.
2. The University reserves the right to evaluate transfer courses on an individual basis. Age and concordance of content to current requirements may be factors in determining course transfer and acceptance toward degrees; individual colleges and programs have the authority to establish age standards for acceptance of transfer courses.
3. FGCU evaluates transfer coursework taken at another college or university if that institution is accredited, or in candidacy for accreditation, by the SUS approved accrediting body or one (1) of the following regional accrediting associations:
  - a. New England Association of Schools and Colleges, Inc. /Commission on Institutions of Higher Education;
  - b. Middle States Association of Colleges and Secondary Schools;
  - c. Higher Learning Commission;
  - d. Northwest Commission on Association of Schools and Colleges;
  - e. Southern Association of Colleges and Schools/Commission on Colleges; or
  - f. Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities and Accrediting Commission for Community and Junior

Colleges.

Transfer credit from all post-secondary education institutions will be considered on a case-by-case basis.

4. General guidelines for awarding transfer credit:
  - a. Credit is not given for technical, vocational, or pre-college courses, or for courses completed below a grade of D-.
  - b. Credit by departmental examination from another institution and credits awarded by another institution solely based on SAT or ACT scores will not be accepted by FGCU.
  - c. Courses with a transfer grade of C- or below may not be used toward satisfaction of computational and communication requirements.
  - d. An equivalent FGCU course number will be entered on the student's official academic transcript.
  - e. Transfer credits will not be computed into a student's FGCU institutional GPA for FGCU coursework, but will be included in the student's overall GPA.
  - f. All coursework completed in an international post-secondary institution required for an admissions decision must be evaluated by an international evaluation agency. Agency recommendations are listed on the international admission website. A course-by-course evaluation is required. The applicant pays for this service and contacts the evaluating agency directly.
  - g. All transfer credit evaluations are completed during the evaluation process to determine admission to the University. Only courses included on official transcripts will be articulated and posted to the official FGCU academic transcript.
  - h. Transfer students from non-regionally accredited Florida institutions that follow the state common course numbering system may have a limited number of courses credited.
  - i. Transfer of credit from an institution based on the quarter system will be converted to the semester system by multiplying the credit by a factor of .67.
  - j. Transfer credit earned through the Statewide Course Numbering System is acceptable, based on the System's guidelines.
5. College Credit for Military Training and Education Courses:
  - a. Undergraduate Admissions shall review college credit submitted by an applicant

which was earned through military training or coursework which is recognized by the American Council on Education (ACE).

- b. Undergraduate Admissions office shall utilize the ACE Guide to the Evaluation of Educational Experiences in the Armed Services (as listed on the Joint Services Transcript (JST) or the Community College of the Air Force Transcript (CCA)) in order to determine equivalency and alignment of military training or coursework with University courses.
  - c. If it is determined that the military training or coursework is equivalent to and fulfills a general education or major course or degree program requirement, the training or coursework will be credited towards the student's degree plan. Alternative course credit, including free elective course credit, will be granted if the coursework is not equivalent to a general education, major course, or degree program requirement.
  - d. Articulation credit earned via military training and coursework that was previously evaluated and awarded by a college degree granting institution, which is part of the State University System of Florida, and that is appropriate to the transfer student's major at the University, will be accepted, subject to the University's limit on the amount and level of transfer credit allowed for a given degree.
  - e. Credit awarded for military education and training shall be noted on the student's transcript and documentation of the credit equivalency evaluation shall be maintained in the student's education record.
6. College Credit for Online Courses Completed Prior to Initial Enrollment
- a. If requested by an applicant prior to the student's initial term of enrollment in undergraduate education, FGCU shall evaluate online coursework. Credit will be awarded if the academic program determines the online course content and learning outcomes are comparable to FGCU offered courses, the online course meet the quality and accreditation standards intended for transfer courses, and the online course is relevant to the applicant's intended program of study.
  - b. It is the applicant's responsibility to initiate the request for review of such online coursework. The request should be made to the Undergraduate Admissions and include an official transcript, course description, and syllabus. Additional documentation made be required as determined by the reviewing academic program.
  - c. A student denied transfer of online coursework may submit a written appeal to the appropriate college Dean.
  - d. Credit awarded by the University for online coursework will be noted on the student's transcript.

## **T. SECOND BACCALAUREATE DEGREE**

Graduates from regionally accredited four-year U.S. institutions may apply for admission to work toward a second (2<sup>nd</sup>) undergraduate degree. The first (1<sup>st</sup>) baccalaureate degree satisfies the general education requirement and provides exemption from the foreign language requirement for admission. Second (2<sup>nd</sup>) baccalaureate degree applicants should submit all transcripts and an undergraduate application for acceptance into the University. Individual programs may have additional requirements over and above that which is required to gain University admission, including a supplemental application, minimum GPA, prerequisites courses, and test scores. Students should verify specific program requirements prior to commencing the application process.

## **U. LANGUAGE ADMISSION REQUIREMENT**

All admitted undergraduate students must satisfy the statewide foreign language admission requirement or meet exemption criteria. Applicants whose native language is not English must also satisfy this requirement, but may do so with appropriate course work in their native language. The language admission requirement for each type of applicant is described in sections G.3. and J.3.

A student may be exempt from the state university foreign language requirement if one (1) of the following criteria is met:

1. Received an AA degree from a Florida College System institution prior to September 1, 1989;
2. Enrolled in an AA program at Florida College System institutions prior to August 1989 and maintained continuous enrollment until admission to and enrollment in FGCU;
3. Has a baccalaureate degree from a regionally accredited college or university; or
4. Can demonstrate equivalent foreign language competence through credit awarded on the basis of scores on the foreign language subject matter examinations in the College Level Examination Program (CLEP), which must be equivalent to elementary level two (2) coursework or through another approved University method as denoted in sections G.3. and J.3.

## **V. DEGREE ACCELERATION PROGRAMS**

College credits earned by high school or college students on the basis of the College Board's Advanced Placement Program (AP), College Level Examination Program (CLEP), Advanced International Certificate of Education Program (AICE), or the International Baccalaureate Program (IB) will be accepted. Credit received from one exam program may not be duplicated by another, nor duplicated through dual enrollment credit. A maximum of forty-five (45) semester hours of AP, CLEP, AICE, and IB credits can be applied toward a degree. For students with more than forty-five (45) applicable credits, AP, AICE, and IB credits will



be transferred before evaluating other credits. AP, IB, AICE, and CLEP information regarding courses and areas for which FGCU credit may be assigned is subject to change. The State Articulation Coordinating Committee, a joint committee of the Department of Education and the BOG, establishes the passing scores and course equivalencies for these programs. Current approved scores and equivalent courses are maintained in the University Catalog.

1. Advanced Placement Program (AP). Students must submit an official Advanced Placement transcript from The College Board as evidence of completion of a college-level course taken in high school. If the examination results meet the requirements in the equivalency table listed in the University catalog, the student may be given University credit. The courses listed indicate the FGCU course equivalency that will appear on the student's FGCU transcript. AP equivalence will count toward communication and computational skills requirements. AP credit will appear on the student's permanent record.
2. College Level Examination Program (CLEP). Students must submit an official transcript from The College Board for scores to be considered for credit. CLEP examination scores must meet the minimum standards established by the State University System and FGCU. CLEP credit will appear on the student's permanent record. CLEP credit will count toward communication and computational skills requirements. CLEP credit does not factor into the GPA because a grade is not associated with CLEP credit.
3. International Baccalaureate program (IB). Students may be awarded up to thirty (30) semester hours of credit in FGCU courses for scores of four (4) or higher on IB exams, in accordance with the equivalency table in the University catalog. IB equivalence will count toward communication and computational skills requirements.
4. Advanced International Certificate of Education Program (AICE). Like the International Baccalaureate program, the AICE program is an international curriculum and examination program modeled on the British pre-college curriculum and "A-Level" exams. Students may be awarded up to thirty (30) credits earned via the AICE program. Course grade equivalency is based on the schedule found in the University Academic Catalog.
5. American Council on Education (ACE) and Military Service. Official credentials from military service schools, as well as other entities determined as college-level, will be evaluated on the basis of American Council on Education (ACE) recommendations. Credit may be granted when courses are equivalent to those offered by FGCU or in the form of general elective credit; however, recommendations by ACE are not binding upon the University.
6. Dantes Subject Standardized Tests (DSST). These tests are designed to test student's knowledge in a variety of college-level subjects and credit will be accepted based on recommendations for exams and passing scores as determined by the State Articulation Coordinating Committee.

7. Credit by Examination. FGCU colleges and departments may offer examinations for academic credit to undergraduate students upon request. The colleges or departments must be directly contacted concerning the availability of examinations.
8. Credit for Prior Learning. FGCU provides degree-seeking students with an opportunity to pursue credit for learning that occurs outside of a traditional college or university classroom. Information is housed on the Prior Learning Assessment website and within FGCU policy.

## **W. IMMUNIZATION REQUIREMENT**

As a prerequisite to registration as a degree-seeking or non-degree-seeking student, FGCU requires all students born after December 31, 1956, to present documented proof of immunity to measles (rubeola), mumps, and rubella (MMR). All students need to be vaccinated against meningitis and hepatitis B diseases or sign a waiver (if they are over 18 years of age). Prior to initial registration, each student must submit a completed FGCU Immunization History Form to Student Health Services. Students are strongly urged to complete this requirement before attending Orientation.

1. The foregoing requirements may be satisfied by submitting the following:
  - a. Proof of two (2) MMR or measles, mumps, rubella, varicella (MMRV) vaccinations received at least twenty-eight (28) days apart after twelve (12) months of age; or Proof of immunity by way of a blood test result (titer); or
  - b. Proof of meningitis and hepatitis B vaccines or sign a waiver (if over eighteen (18) years of age).
2. Questions about alternative means of acceptable proof, exemptions, or temporary deferments may be directed to Student Health Services.
3. The University reserves the right to refuse registration to any student who fails to satisfy these requirements or whose health record or report of medical examination indicates the existence of a condition which may be harmful to members of the University community.
4. Notwithstanding the foregoing requirements, students who register through FGCU Complete may sign a waiver as to the MMR vaccine.

## **X. NON-DEGREE SEEKING ENROLLMENT**

1. FGCU provides an option for students to enroll in a non-degree seeking status. Non-degree seeking students typically do not immediately intend to pursue a degree program and/or take courses for personal enrichment, as a guest/transient student, as a dual enrollment student, or to complete pre-requisites for admission into a degree-seeking program. Students who wish to complete graduate-level courses (Post-Baccalaureate) will

find criteria for non-degree enrollment within graduate admissions policies.

2. All FGCU students, regardless of degree-seeking classification, are subject to University rules and regulations.
3. Only degree-seeking students are eligible to receive Federal financial assistance.
4. A non-degree seeking student may complete up to thirty (30) credit hours of undergraduate coursework. Courses completed while enrolled in a non-degree-seeking status may apply toward completion of a FGCU bachelor' degree program, the minimum GPA required for degree-seeking admission, and count toward total credit hours earned.
5. Non-degree students may enroll on a space available basis and must meet individual course prerequisites for enrollment clearance. The academic calendar contains all dates related to enrollment.
6. Application procedures for non-degree seeking students or transient students are provided on the Undergraduate Admissions website and the Records and Registration website.

#### *Authority*

*Chapter 1007, Part II, Florida Statutes*

*BOG Regulation 1.001, University Board of Trustees Powers and Duties*

*BOG Regulation 6.001, General Admissions*

*BOG Regulation 6.002, Admission of Undergraduate First-Time-in-College, Degree-Seeking Freshmen*

*BOG Regulation 6.004, Admission of Undergraduate, Degree-Seeking Transfer Students*

*BOG Regulation 6.006, Acceleration Mechanisms*

*BOG Regulation 6.007, Vaccinations Against Meningococcal Meningitis and Hepatitis B*

*BOG Regulation 6.009, Admission of International Students to SUS Institutions*

*BOG Regulation 6.018, Substitution or Modification of Requirements for Program Admission, Undergraduate Transfer, and for Graduation by Students with Disabilities*

*BOG Regulation 6.020, College Credit for Online Courses Completed Prior to Initial Enrollment*

*Section 504 of the Rehabilitation Act of 1973*

#### *History of Regulation*

*New 04/21/09; Amended 09/23/10; Amended 07/11/14; Amended 10/08/15; Amended 09/15/16; Amended 10/13/20; Amended 06/24/22; Amended 04/14/23*

*Approved by the Florida Gulf Coast University Board of Trustees*

*04/11/23*

*Approved by the Florida Board of Governors*

*04/14/23*