



## FGCU REGULATION 3.005

*Effective Date of  
Regulation:*

### Graduate Admissions

*June 15, 2023*

#### A. GENERAL STATEMENT

Florida Gulf Coast University encourages applications from all qualified individuals regardless of age, race, religion, national origin, ethnicity, color, sex, sexual orientation, disability, marital status, or veteran's status. All credentials and documents submitted during admission (from submission of the application to rendering of an admission decision) and enrollment (from the admission decision to registration for course work) become the property of FGCU and will not be returned to the applicant. Furnishing any false or fraudulent statements or information in connection with the admission or enrollment process may result in disciplinary action, including, but not limited to, denial of admission, suspension of registration, invalidation of credits or degrees earned, or dismissal from the University.

#### B. GRADUATE ADMISSION REQUIREMENTS

Applicants to graduate degree programs or post-baccalaureate professional programs are required to meet minimum University admission requirements. Individual programs may set additional criteria or more selective requirements and may be limited by space or other considerations. Consequently, meeting minimum University admission requirements does not guarantee admission to a particular program. Moreover, FGCU affirms its commitment to equal educational opportunity and to increasing student diversity; however, admissions criteria shall not include preferences in the admissions process for applicants on the basis of race, ethnicity, color, national origin, disability, religion, sex, or marital status. In order to be considered for admission to a graduate program at FGCU, an applicant must:

1. Have a bachelor's degree or equivalent from a regionally accredited institution or equivalent foreign institution;
2. Present an official standardized admission test score, if required (Refer to the college/program description for approved standardized tests.); and
3. Meet at least one (1) of the following criteria:
  - a. An applicant must have a GPA of 3.0 (or equivalent) or greater (on a 4.0 scale) for the last sixty (60) hours of the baccalaureate degree. No entrance exam is required unless the GPA is less than 3.0. If the GPA is less than 3.0, then an applicant must have a minimum entrance score on the Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) set at the program level, or

- b. A graduate degree from a regionally accredited institution or equivalent foreign institution, unless the Program specifically requires the GRE, GMAT, or MAT.

4. All graduate applicants must indicate whether or not Florida residency is claimed.

### **C. EXCEPTIONS TO THE ABOVE REQUIREMENTS**

The University may admit up to ten percent (10%) of its total graduate admissions in a given academic year as exceptions to the minimum University graduate admission requirements defined above. An applicant who does not meet the minimum University requirement for admission and who wishes to apply for an exception must:

1. Explain why his or her undergraduate or entrance exam performance does not fully represent potential for success in a graduate program, and
2. Present additional evidence of potential for academic success at the graduate level, such as excellent letters of recommendation from academicians or professionals in the discipline, performance in previously taken graduate courses, or other relevant professional, educational, or life experiences.

Each request for an exception must include a statement describing the special circumstances of the applicant. Review of an application for exception and subsequent endorsement or denial will be made by the graduate program or college, as appropriate, subject to final approval by Graduate Studies.

### **D. FORMER STUDENT RETURNING**

A former FGCU degree seeking graduate student who has not completed a graduate degree at FGCU and who has not been enrolled for at least one (1) year (three (3) consecutive semesters) must submit a new admission application by the appropriate application deadline. To be eligible for readmission, a student must be in good standing and be eligible to return to the last institution attended, including FGCU. If admitted, the program will determine which previously earned credits can be applied towards graduation.

### **E. CHANGE IN GRADUATE PROGRAM OR COLLEGE**

Students wishing to change major fields of study either between graduate colleges or graduate programs within the same college must withdraw from their current program and complete a new graduate application. The new application will follow the same review procedure and admission criteria specified by the University and program as for a first-time applicant. Change of a college or program results in the term of entry being shifted to the most current University catalog.

## F. INTERNATIONAL STUDENT ADMISSION

FGCU is authorized under federal law to enroll nonimmigrant students. Applicants are classified as international if they are not United States citizens, do not hold dual citizenship (U.S. and another country), are not 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 must meet University admission requirements and admission criteria for the program to which they apply and satisfy the following:

1. International students must have all credentials and admission information submitted to the Office of Graduate Admissions prior to the published deadline on the Graduate Admissions website for international students.
2. An international applicant must be academically eligible for admission to the program at the level of entrance requested by the applicant. An international student must demonstrate the required level of academic preparation as evidenced by official copies of any academic records needed to ascertain the comparability of the level and quality of the student's previous education and achievement to that required for other students. Credit earned from institutions outside the U.S.A. must be evaluated on a course-by-course basis by World Education Services, Josef Silny & Associates, Incorporated, or any other evaluation company approved by the National Association of Credential Evaluation Services (NACES). The applicant pays for this service and is responsible for contacting the evaluating agency directly and ensuring that academic credential reports are submitted to FGCU by the application deadline. Academic documents must be translated into English and evaluated by a reputable credential evaluator.
3. International students currently attending any institution in the United States must submit an FGCU International Student Visa Clearance Transfer Form to be completed by the current school the student attends. The school official must designate Florida Gulf Coast University as the "transfer to" institution and must confirm the student's status as an F or J visa holder.
4. Applicants must demonstrate English proficiency in accordance with University policy and, will be required to submit acceptable TOEFL (Test of English as a Foreign Language) scores, unless the country of origin uses English as the official language. A minimum score of 213 is required on the computerized TOEFL, 79 on the internet based TOEFL, and 550 on the paper based TOEFL.
5. With the approval of the Assistant Vice President for University Admissions and the appropriate college Dean/school Director, 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 English Composition I and II (ENC 1101 and ENC 1102, or equivalent) with a grade of C or higher;
  - c. A minimum of sixty (60) credits satisfactorily completed at an accredited institution of higher education where all courses are taught in English;
  - d. Completion of the Duolingo English test with a minimum score of 110;
  - e. Graduation from a United States high school where instruction was in English if enrolled for at least four (4) years; or
  - f. An English Language proficiency assessment by a certified ESOL faculty. Proficiency assessment will include the following: Listening, Reading, Writing, and Speaking. The certified ESOL faculty will provide Graduate 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.
6. In order for the University to issue a Certificate of Eligibility (Form I-20 or a DS 2019) to an international applicant, the applicant must file a Certification of Finances from the applicant's financial institution confirming the availability of sufficient resources to cover tuition, fees, books, room and board, health insurance, and other living expenses (Estimated Cost of Education) while enrolled at the University.
  7. Each international applicant determined to be academically and financially eligible for admission must submit a health history form including proof of immunizations, as required by the University, prior to enrollment at the University.
  8. For a J-1 student, the Certification of Finances must document that the applicant is directly or indirectly financed by the U.S. government, the government of his or her home country, or an international organization of which the U.S. is a member (by treaty or statute); or that he or she is substantially supported by funding from any source other than personal or family funds.
  9. 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 following minimum requirements:
    - a. Coverage Period: Policies must provide, at a minimum, continuous coverage for the entire period the insured is enrolled as an eligible student, including annual breaks during that period. Payment of benefits must be renewable.

- b. Basic Benefits: Room, board, hospital services, physician fees, surgeon fees, ambulance, outpatient services, and outpatient customary fees must be paid at eighty percent (80%) or more of usual, customary, reasonable charge per accident or illness, after deductible is met, for in-network, and sixty percent (60%) or more of usual, customary, and reasonable charge for out-of-network providers per accident or illness.
- c. Inpatient Mental Health Care: Must be paid at eighty percent (80%) in-network or sixty percent (60%) out-of-network of the usual and customary fees with a minimum 30-day cap (preferably forty (40)) sessions per year.
- d. Outpatient Mental Health Care: Must be paid at eighty percent (80%) in-network or sixty percent (60%) out-of-network of the usual and customary fees for a minimum of thirty (30) (preferable forty (40)) sessions per year.
- e. Maternity Benefits: Must be treated as any other temporary medical condition and paid at no less than eighty percent (80%) of usual and customary fees in-network or sixty percent (60%) out-of-network.
- f. Inpatient/Outpatient Prescription Medication: Must include coverage of one thousand dollars (\$1,000) or more per policy year.
- g. Repatriation: Twenty-five thousand dollars (\$25,000) (coverage to return the student's remains to his or her native country).
- h. Medical Evacuation: Fifty thousand dollars (\$50,000) (to permit the patient to be transported to his or her home country and to be accompanied by a provider or escort, if directed by the physician in charge).
- i. Exclusion for Pre-Existing Conditions: First six (6) months of policy period, at most.
- j. Deductible: Maximum of fifty dollars (\$50) per occurrence if treatment or services are rendered at the Student Health Center; maximum of one hundred dollars (\$100) per occurrence if treatment or services are rendered at an off-campus ambulatory care or hospital emergency department facility.
- k. Minimum Coverage: One-hundred thousand dollars (\$100,000) for covered injuries/illnesses per policy year.
- l. Insurance Carrier must, at a minimum, meet the rating requirements specified in Part 62.14(c)(1) of Title 22 of the Code of Federal Regulations.
- m. Policy must not unreasonably exclude coverage for perils inherent to the student's program of study.

- n. Claims must be paid in U.S. dollars payable on a U.S. financial institution.
- o. Policy provisions must be available from the insurer in English.

10. 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, the United States Department of Homeland Security, and the United States Citizenship and Immigration Services.

## **G. STUDENTS WITH DISABILITIES ADMISSION**

An individual requesting special consideration for admission (petition) due to a disability must provide appropriate documentation (less than five (5) years old) that supports the ability to succeed at the graduate level. This documentation should explain how the disability likely affected the reason for the special consideration request (i.e., entrance exam score, GPA, etc.). The Office of Adaptive Services will review this petition and all accompanying documentation and will offer an opinion to the graduate program to which the applicant has applied. It is then the individual graduate program coordinator who will provide a recommendation to the college Dean/school Director whether to grant the applicant special consideration for the disability. The final admission decision will be made by the Assistant Vice President for University Admissions in collaboration with the college Dean/school Director.

## **H. PRIOR CONDUCT**

Consideration shall be given to the past actions of any person applying for admission when such actions have been found to disrupt or interfere with the orderly conduct, processes, functions, or programs of any other university, college, or community college. Consideration may also be given to past conduct while not a student. The University may deny admission or enrollment to an applicant because of the applicant's past misconduct on campus, off campus, or while not a student, if determined to be in the best interest of the University.

## **I. PROBATIONARY ADMISSION**

### **1. Provisional Admission**

Applicants accepted for admission who applied using unofficial documents and whose official documents (transcripts and test scores) have not been received by the Office of Graduate Admissions can be admitted provisionally, pending receipt of these missing items. The official transcripts and test scores must be received within the first (1<sup>st</sup>) semester of attendance. Registration is permitted for one (1) semester only and, if official documentation is not received prior to the start of the second (2<sup>nd</sup>) semester, the student will not be permitted to register for the second (2<sup>nd</sup>) semester. Failure to provide the missing documents by the end of the first (1<sup>st</sup>) semester of attendance may result in a

student's provisional admission into a degree program being rescinded and the transcript of completed coursework reflecting non-degree status.

## 2. Conditional Admission

Students who satisfy University minimum requirements for admission, but not program or college specific requirements, may be admitted conditionally by the program or college. These conditions may include attendance in specific core or remedial courses and/or required earned GPA of 3.0 for those courses. Each college or program is responsible for monitoring conditionally admitted students. The college or program will inform the Office of Graduate Admissions if the student has failed to meet the conditions. Failure to satisfy specified conditions put forth by the college or program by the deadline established will result in a student having his or her admission to the degree program rescinded and the transcript of completed coursework reflect non-degree status.

## J. ACCEPTING OR DEFERRING GRADUATE ADMISSION

A student is admitted for a specified semester and graduate program as noted in the official acceptance notification. Students admitted to a program must respond in writing, by the date defined by the program, as to their intention to accept or reject the offer of admission. Because deferment of admission policy is set by individual programs, check with the individual graduate program of interest for details.

## K. APPEAL FOR RECONSIDERATION

The college or program will inform applicants denied admission in writing with an explanation as to why this decision was warranted. Denied applicants who meet both the minimum University and program criteria and who wish to appeal the decision must write to the graduate program representative or college designee within thirty (30) days of the date of admission denial to request reconsideration.

## L. IMMUNIZATION REQUIREMENT

1. In addition to the requirements for graduate admission, and as a prerequisite to registration for classes as a degree seeking or post-baccalaureate non-degree seeking student, all on-campus students (except those granted exemptions because of age, medical, or religious reasons) are required to present documented proof of immunizations against measles (Rubeola), mumps, and rubella, and to be vaccinated against meningitis and hepatitis B diseases or to sign a waiver as to those vaccines (if they are over eighteen (18) years of age). Prior to initial registration for classes, each student must submit a completed FGCU Immunization History Form, available online, or other immunization documentation acceptable to Student Health Services. Questions about acceptable alternative means of proof, exemptions, or temporary medical deferments should be directed to Student Health Services Immunization Department.



2. Notwithstanding the foregoing requirements, students who are matriculated into an online only program, and offered solely in an off-campus setting shall not be required to present documented proof of immunity to measles, mumps, and rubella (MMR) immunization. However, should such student subsequently enroll in a program or course requiring the student's presence on a University campus, then such student must present documented proof of immunity to MMR immunization or sign a waiver as to those vaccines (if they are over eighteen (18) years of age) prior to beginning that program or course.

## **M. TRANSFER CREDIT**

1. Students may transfer into a graduate program at FGCU a limited number of credit hours from graduate level courses completed at a regionally accredited college or university, or equivalent foreign institution. Check with the individual graduate program regarding allowable transfer credits.
2. The Office of Graduate Admissions is responsible for articulating transfer credit to the FGCU transcript.
3. The University reserves the right to evaluate transfer courses on an individual basis. The date any previous course work was completed and concordance of content to current program requirements are factors that may be used to determine course transfer and acceptance toward degrees.
4. Awarding transfer credit
  - a. Transfer courses must be applicable toward the graduate degree being sought at FGCU and must be approved by the college Dean/school Director (or designee). Check with the individual program in question regarding restrictions on the acceptance of transfer credits, including any time limitations.
  - b. Military Service. Official credentials from military service schools 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; however, recommendations by the ACE are not binding upon the University.
  - c. An equivalent FGCU course number will be entered on the student's official academic transcript.
  - d. Transfer credits will not be computed as part of a student's FGCU grade point average.
  - e. Accreditation status and evaluation of credits from an institution outside the U.S.A. must be made on a course-by-course basis by World Education Services, Josef Silny & Associates, Incorporated, or any other evaluation company approved by the



- National Association of Credential Evaluation Services (NACES). The applicant pays for this service and is responsible for contacting the evaluating agency directly.
- f. All transfer credit evaluations are completed after admission to the University. Only official transcripts will be evaluated.
  - g. Transfer students from non-regionally accredited Florida institutions that follow the state common course numbering system may have a limited number of courses transferred.
  - h. Transfer of credit from an institution based on the quarter system will be converted to the semester system by dividing the number of course credits by a factor of 1.5.

*Authority*

*BOG Regulation 6.001, General Admissions*

*BOG Regulation 6.003, Admissions of Graduate and Post-baccalaureate Professional Students*

*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*

*History of Regulation*

*New 04/19/11; Amended 10/26/11; Amended 07/11/14; Amended 10/13/20; Amended 06/15/23*

*Approved by Florida Gulf Coast University Board of Trustees*

*June 13, 2023*

*Approved by the Florida Board of Governors*

*June 15, 2023*