

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 4000 **PAGE** 1 of 6

**PROCEDURE TITLE:** Admissions Criteria and Recruitment Guidelines

**STATUTORY REFERENCE:** FLORIDA STATUTES 1007.263

**BASED ON POLICY:** I-22 Admissions Policy of Miami Dade College

**EFFECTIVE DATE:** June 25, 1979

**LAST REVISION DATE:** June 29, 2018

**LAST REVIEW DATE:** June 29, 2018

## **I. PURPOSE**

To establish requirements for college credit and vocational credit admission to Miami Dade College (MDC). This procedure supersedes and eliminates the following MDC Technical Manual of Procedures:

- 1100: 200000 Student Admissions
- 1100: 202000 Admission to the College Credit Courses and Programs
- 1100: 202000a Student Admissions Procedures for College Credit Courses
- 1100: 202000b Student Admissions Guidelines regarding documentation of Public and Private Schools Graduation
- 1100: 202010 Student Admissions Vocational Credit Certificate Courses and Programs
- 1100: 202315 Reference Guideline to Dade County Private High Schools and Student Enrollment

## **II. PROCEDURE**

### **A. College Readiness and Developmental Education**

MDC annually reviews and publishes the Placement Criteria document, which adheres to Section 1008.30, Florida Statutes, on common placement testing for public postsecondary education. The Placement Criteria document details all placement testing and related requirements for first time in college, degree-seeking students.

### **B. Admission Application Fees and Waivers**

There is a \$30 non-refundable application fee for all new students applying to MDC, except for Dual Enrollment/Early Admission and US active duty members. For International

students there is a \$50 non-refundable application fee and Baccalaureate and Health Science Program applicants must pay a \$25 non-refundable application fee. Students who demonstrate financial hardship or fall into one of the categories listed below may request fee waivers. Supporting documentation must be provided for the following:

1. US Veteran or active duty member (appropriate supporting forms must be submitted);
  2. Student or family is receiving public assistance (Department of Children and Families (DCF) form must be submitted)
  3. Student is living in federally subsidized public housing, a foster home, or experiencing homelessness ([Miami Dade County Public School \(MDCPS\) Project Upstart Participation Letter](#) or [City of Miami Homeless Assistance Program Participation Letter](#) must be submitted)
  4. Student is a ward of the state or an orphan ([Department of Children and Families form must be submitted](#))
- C. Admissions to College Credit Programs for the Associate in Arts, Associate in Science, Associate of Applied Science and College Credit Certificate Programs

Applicants who meet any of the following criteria are admissible to the above academic programs:

1. Graduates from any public high school in the United States or territories with a standard diploma, per Section 1007.263, Florida Statutes.
2. High school seniors with previously demonstrated competency in college credit postsecondary coursework pursuant to Sections 1007.263 and 1007.271, Florida Statutes. Demonstrated competency will be evaluated on completion of a minimum of twelve college-level credits and a cumulative postsecondary Grade Point Average of 3.0 or higher.
3. Applicants with a Florida public high school withdrawal (completion) code eligible for college credit admission, as defined by the Florida Department of Education.
4. Graduates from non-public high schools in the United States and its territories that do not require validation, as noted in Section D.
5. Anyone awarded a Department of Education high school equivalent (GED) diploma in the United States and its territories.
6. Home-schooled students with a signed affidavit from their parent or legal guardian stating that they completed a Florida home education program pursuant to Section 1002.41, Florida Statutes.
7. Students with the foreign equivalency of a United States high school diploma that meets the admission requirements to a recognized institution of higher education in their home

country with original documentation that shows all the requisite seals and apostilles. The College reserves the right to require a certified official English translation if the language used in the documents is not English. Students who do not have the requisite seals and apostilles on the original foreign high school documentation may opt to obtain an official evaluation of their credentials from a National Association of Credential Evaluation Services (NACES) member organization. The list of member organizations may be found at [www.naces.org](http://www.naces.org). Students must present this official evaluation to their campus Admissions and Registration Office. MDC reserves the right to require NACES evaluations for any transcripts in which we are unable to verify the authenticity or legitimacy of the documents provided.

8. International students who meet the admission requirements specified in section C must pay a non-refundable international student application fee of \$50 and they must provide a college credit student visa (F-1) in addition to all of the following supplementary admission documents to the International Students Office 90 days prior to the beginning of the term for which the students seek admission:
  - a. Statement of financial resources available to support their educational expenses
  - b. Certificate of health and accident insurance

#### D. Cases that Require Additional Validation

Additional validation is mandatory for applicants whose diploma does not meet the criteria above, and in cases where MDC has reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

In compliance with 34 CFR 668.16 (p), reasons that the high school diploma may not be accepted or may require additional validation include:

1. The issuance of the high school diploma was based only on a test and/or payment of fees.
2. The curriculum consisted exclusively of online/distance education instruction, and the high school is not listed as an accredited institution by the Distance Education Accrediting Commission (DEAC). MDC will accept diplomas from on-line high schools only if they are accredited by the DEAC. The DEAC maintains a list of accredited institutions that offer high school via distance education; this list is accessible at <http://www.deac.org/Student-Center/Directory-Of-Accredited-Institutions.aspx>.
3. There is conflicting high school information.
4. The high school was previously questioned as being a diploma mill by MDC or other accredited higher education institution.
5. The high school is not listed in the U.S. Department of Education's National Center

for Education Statistics (NCES). The list of public high schools is accessible at <http://nces.ed.gov/ccd/schoolsearch/> and the list of private high schools is at <http://nces.ed.gov/surveys/pss/privateschoolsearch/>.

6. The private high school is not listed in the Florida Department of Education's Office of Independent Education and Parental Choice. The list is accessible at <http://www.flodiaschoolchoice.org/Information/Private School Directory/>.
7. The high school or its course(s) is identified by the National Collegiate Athletic Association (NCAA) as not accepted for athletic eligibility. NCAA-ineligible high schools and/or courses will not be accepted for admission to the College. The NCAA information is accessible at <https://web1.ncaa.org/hsportal/exec/hsAction>.
8. Other evidence provides reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

**Once MDC renders a decision on the validity of a high school diploma, the decision is final and not subject to appeal.**

#### E. Transfer Students

Applicants who are admissible under section II.C and transfer to MDC from other postsecondary institutions must request final, official transcripts from all of those institutions to be sent directly to MDC Office of the College Registrar. Additional requirements are as follows:

1. Students who transfer from U.S. regionally accredited postsecondary institutions(s) with fewer than 12 college-level credits earned with "C" or higher grades must submit proof of valid high school graduation as listed in Section II.C.
2. Students who transfer from U.S. non-regionally accredited postsecondary institution(s) may be admitted based on the high school graduation according to section II.C. Courses taken at non-regionally accredited institutions that adhere to the Florida Statewide Course Numbering System may be accepted.
3. Students who transfer from foreign postsecondary institution(s) approved by the country's Ministry of Education who provide original documentation showing all the requisite seals and apostilles must provide a certified official English translation if the language used in the documents is not English. Students with fewer than 12 college-level credits earned with "C" or higher grades must submit proof of valid high school graduation as listed in Section II.C. MDC reserves the right to require NACES evaluations for any transcripts in which we are unable to verify the authenticity or legitimacy of the documents provided.

International students who require a college credit student visa (F-1) must also provide supplementary admission documents as noted in II.C.7.

#### F. Dual Enrollment and Early Admission

Students' access to dual enrollment and early admission is authorized pursuant to Section 1007.263, Florida Statutes.

#### G. Admission to Baccalaureate Degree Programs

Baccalaureate degree applicants must meet all general and program-specific admission requirements and pay a non-refundable \$25 application fee.

#### H. Admission to Career and Technical Education (Vocational Credit) Certificate Programs

Anyone who meets the requirements under II.C. of this Procedure may be admitted to Career and Technical Education programs as well as the following:

1. Applicants who are at least 16 years of age and have left high school prior to completion.
2. Applicants who have been awarded a special diploma, as defined in Section 1003.438, Florida Statutes or a certificate of completion, as defined in Section 1003.428, Florida Statutes.
3. International students with a vocational credit student visa (M-1) and the supplementary admission documents indicated in II.C.7 above.

#### I. Recruitment of Students

1. Student recruitment promotes enrollment by presenting the learning options available at MDC. The recruitment team develops and implements activities consistent with the mission of the College. Activities include providing prospective students, parents, and other members of the community the current and accurate information regarding admission and registration, testing requirements, and program offerings, as well as other resources and related opportunities available at the College.
2. MDC refrains from unfair, deceptive and abusive marketing tactics in the recruitment of all students. In addition, MDC will refrain from using third party lead generators or marketing firms aimed at service members (veterans/military students). MDC will:
  - a. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid, including tuition assistance (TA) for members, to any persons or entities engaged in any student recruiting admission activities, or making decision regarding the award of student financial assistance.
  - b. Ban inducements such as gratuity, favor, discount, entertainment, hospitality, transportation, lodging, meals or other item of monetary value to any individual or entity, or its agents, including third party lead generators or marketing firms. Only salaries paid to employees or fees paid to contractors in conformity with the applicable laws are allowable for the purpose of securing

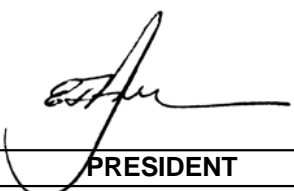
enrollments of service members (veterans/military students) or obtaining access to TA funds.

#### J. Other Considerations

1. Certain academic programs have additional program admission requirements. Students need to check with the respective academic department for more information.

A student who is projected to graduate from high school before the scheduled completion date of a postsecondary course may apply, register and pay the required registration, tuition, and fees provided the student meets the provisions in subsection (II)(C)(2) of this procedure.

2. Applicants who have been convicted of a felony or are the subject of an arrest pertaining to a controlled substance and who wish to apply for a program that leads to licensure should confer with the regulatory/licensing agency to determine eligibility for future credentialing and practice. Applicants who are determined to be not eligible for licensing for any reason may apply for admission to that program, but must recognize that program completion may not result in licensure or employment.
3. Miami Dade College has determined that the presence of students officially designated as Sexual Offenders/Sexual Predators on campus may be disruptive to the College's programs and/or would interfere with the rights and privileges of other students. In accordance with Section 1001.64(8) (a), Florida Statutes, the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment because of misconduct if determined to be in the best interest of the College. Therefore, MDC reserves the right to deny admission/enrollment to students who are officially designated as Sexual Offender/Sexual Predators.
4. MDC reserves the right to deny admission to applicants who have been incarcerated, convicted of a felony, experienced disciplinary problems at another educational institution, or who may pose a threat to the life and/or safety of its students, faculty, staff, community, or guests, as determined by the College administration. In accordance with Section 1001.64(8) (a), Florida Statutes, the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment because of misconduct if determined to be in the best interest of the College.
5. For cases that require additional validation as described in section II.D, this procedure is applicable to all students applying for admission on or after the revision date of November 8, 2011, regardless of the issue date of the high school diploma.

	6/29/2018
<b>PRESIDENT</b>	<b>DATE</b>



# Request for an Application Fee Waiver

- Admission Application Fee \$30
- International Student Application Fee \$50
- Bachelor's Application Fee \$25

**STUDENT:** Print or type the information requested and *personally* sign the Certification Statement below.

**CERTIFICATION STATEMENT:** I certify that I meet one of the eligibility requirements to request a waiver for the application fee.

STUDENT'S NAME	STUDENT'S SIGNATURE	MDID#
MDC EMAIL ADDRESS	PHONE NUMBER	

**STUDENT DEAN OR DESIGNEE:** Print or type the information requested and check one or more of the eligibility requirements. Student Dean or designee must *personally* sign the Certification Statement below.

**CERTIFICATION STATEMENT:** I certify that the student named on this form meets the eligibility requirement(s) checked below.

NAME	SIGNATURE
TITLE	CAMPUS

**ELIGIBILITY REQUIREMENTS:** Student must meet at least one of the following eligibility requirements to qualify for an application fee waiver and supporting documentation must be attached. (See Procedure 4000 for required forms).

- Student is a U.S. Veteran or active duty military.
- Student or family receives public assistance.
- Student is living in federally subsidized public housing, a foster home or experiencing homelessness.
- Student is a ward of the state or an orphan.
- Other (Explanation Below):

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**For Office Use Only**

- WSTN (Standard Fee Waiver Student Group)
- WINT (International Fee Waiver Student Group)
- WSUP (Bachelor's Fee Waiver Student Group)

