

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4000

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PROCEDURE TITLE: Admissions Criteria and 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 9, 2015

LAST REVIEW DATE: June 9, 2015

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 [Florida Statute 1008.30](#) 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. 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 [Florida Statute 1007.263](#).
2. Applicants with a Florida public high school withdrawal (completion) code eligible for college credit admission, as defined by the Florida Department of Education.
3. Graduates from non-public high schools in the United States and its territories that do not require validation, as noted in Section C.
4. Anyone awarded a Department of Education high school equivalent (GED) diploma in the United States and its territories.
5. Home-schooled students with a signed affidavit from their parent or legal guardian stating that the home-schooler completed a Florida home education program, per [Florida Statute 1002.41](#).
6. Graduates 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. 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.
7. International students who meet the admission requirements specified in section B and require a college credit student visa (F-1) must also provide 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

C. Cases that Require Additional Validation

For applicants whose diploma does not meet the criteria above, validation is mandatory in cases where either MDC, the United States Department of Education (USDOE) or the Florida Department of Education (FDOE) 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.floridaschoolchoice.org/Information/PrivateSchoolDirectory/>. Inclusion in this database does not imply approval or accreditation by the Florida Department of Education.
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.

D. Transfer Students

Applicants who are admissible under section II.B and transfer to MDC from other postsecondary institutions must request final, official transcripts from all of those institutions to be sent directly to MDC. 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.B.

2. Students who transfer from U.S. non-regionally accredited postsecondary institution(s) may be admitted on the basis of the high school graduation according to section II.B. 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.B. 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.B.7.

E. Dual Enrollment and Early Admission

Admission to dual enrollment and early admission is permitted as per [Florida Statute 1007.263](#) and based on guidelines listed on the [MDC Programs for High School Students web site](#).

F. Admissions to Baccalaureate Degree Programs

Baccalaureate degree applicants must meet all general and program-specific admission requirements.

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

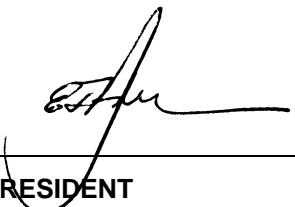
Anyone who meets the requirements under II.B of this Procedure may be admitted to Career and Technical Education programs as well as the following:

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 s. [1003.438](#) or a certificate of completion, as defined in s. [1003.428](#).
3. International students with a vocational credit student visa (M-1) and the supplementary admission documents indicated in II.B.7 above.

H. Other Considerations

1. Certain academic programs have additional program admission requirements. Students need to check with the department that manages the program for more information.
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 [Florida Statute 1001.64\(8\)\(a\)](#), 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 Offenders/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 [Florida Statute 1001.64\(8\)\(a\)](#), 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.C, 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.

	06/09/2015
PRESIDENT	DATE