DRAFT REFLECTS SUBSTANTIAL POLICY AND PROCEDURE LANGUAGE REVISIONS

POLICY: 6Hx28: 8-02

Responsible Official: Vice President, Student Affairs

Policy Contacts: Registrar

Specific Authority: 1001.64, F.S.
Law Implemented: 1007.263, F.S.; 6A-10.0240, F.A.C.

Effective Date: 12-03-2026

Date of Last Policy Review: 12-03-2026

Admissions

Policy Statement:

I. The District Board of Trustees, in conjunction with the Valencia College ("College") President or designee, will determine admissions requirements for the purpose of matriculation to the College, in accordance with applicable Florida laws. Admission to the College is open to individuals who meet applicable eligibility criteria and provide required documentation as outlined in College procedures. Admission to the College does not guarantee admission to limited-access, selective-admission, or competitive programs.

II. To be eligible for admission to the College, an applicant must satisfy applicable state and federal requirements governing access to public postsecondary education. In accordance with 6A-10.0240, F.A.C., all students admitted to the Florida College System institution must be citizens of the United States ("U.S.") or lawfully present in the U.S. All applicants are required provide an attestation that they are citizens of the U.S. or lawfully present in the U.S. prior to being granted admission to the College. Thereafter, all students are required to provide documentation of such citizenship or lawful presence prior to enrolling in the College.

III. Applicants seeking admission to degree programs must provide evidence of completion of a standard high school diploma or equivalent credentials as required by §1007.263, F.S., and as further implemented through College procedures.

A. Non-degree seeking applicants may be admitted for personal interest, professional development, transient study, or other appropriate educational purposes. Non-degree status does not constitute eligibility for federal financial aid and does not imply degree candidacy.

B. Dual Enrollment applicants seeking admission must meet eligibility criteria established through College-school district articulation agreements and state requirements. Dual enrollment students are admitted in a non-degree-seeking status and may only register for courses authorized under the applicable articulation agreement. The College reserves the right to restrict dual enrollments based on capacity.

C. International applicants seeking admission must satisfy lawful presence requirements, immigration/visa requirements permitting study, financial support/insurance requirements, and any credential evaluation of English language proficiency standards established by the College and federal regulations.

IV. Limited-Access and Selective-Admissions Programs

A. The College may establish limited-access or selective-admission programs based on capacity constraints, accreditation requirements, resource limitations, clinical placement availability, or other operational considerations.

1. The College reserves the right to restrict the size of enrollment in select programs as determined to be appropriate by the College.

B. Admission criteria for such programs shall be published in the College Catalog and may include additional academic, testing, clinical, or prerequisite requirements beyond general College admission.

C. Academic departments overseeing such programs shall administer selection processes in accordance with published criteria and deadlines.

V. Documentation Requirements

Applicants are responsible for submitting required documentation to establish admission eligibility, degree-seeking status, residency classification, or international student status. Documentation requirements and allowable exceptions shall be administered in accordance with College procedures.

VI. Conduct, Safety, and Compliance

A. In accordance with §1001.64(8)(a), F.S., the College may consider an applicant's prior conduct or criminal history when making admissions decisions and may deny or rescind

admission when such action is determined to be in the best interest of the College community or to protect the rights and privileges of others.

B. The College may deny or rescind admission when an applicant submits falsified, fraudulent, or misleading documentation.

C. The College has determined that the presence on campus of students officially designated as Sexual Offenders/Sexual Predators would be disruptive of the orderly process of the College's programs and/or would interfere with the rights and privileges of other students. Applicants who are officially designated and registered as sexual offenders or sexual predators under Florida law shall not be admitted or enrolled at the College. Procedures shall govern the review process any appeal rights, if applicable.

VII. The College President or designee(s) shall adopt procedures to implement this Policy.

Policy History:
Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 12-20-05; Amended 9-18-12; Amended 9-28-16; Amended 10-25-17; Amended 12-3-26: Formerly 6Hx28:10-02; Formerly 6Hx28:10-01

Procedures:

I. Prospective applicants desiring information regarding admission may access this information through the Future Students tab on the College website, by calling Enrollment Services, or by visiting a campus Answer Center.

II. Applicants must submit a completed and signed application along with a non-refundable application fee by the specified deadlines for the term of enrollment.

A. Applicants who previously attended the College, but whose records have become inactive, must submit a new "Valencia College Application" for admission as a readmit student and pay the applicable readmission fee.

B. **Active/Inactive Student Definitions**:

1. **Active Student**: Students are classified as active if they have been enrolled in credit courses at the College within the past three full terms (Fall, Spring, and Summer) preceding the upcoming term.

2. **Inactive Student**: Students are classified as inactive if they have not been enrolled in credit courses at the College within the past three full terms (Fall,

Spring, and Summer) preceding the upcoming term. Upon becoming inactive, students lose access to their MyVC and College email accounts.

C. Readmitted students may be required to verify citizenship/lawful presence, reestablish Florida residency for tuition purposes and will be assigned the governing catalog in effect at the time of readmission.

III. Student Classifications

A. Degree-Seeking Students: Students seeking an Associate in Arts (A.A.), Specialized Associate in Arts Transfer (S.A.A.T), Associate in Science (A.S.), Bachelor in Applied Science (B.A.S.), or Bachelor in Science (B.S.) degree/s.

1. First Time in College

    a. Applicants who have not previously attended college will be considered First Time in College students.

    b. Final acceptance and classification for degree-seeking status for First Time in College applicants requires an official high school transcript showing date of graduation from high school or official General Education Diploma ("G.E.D.") transcripts/scores.

    c. Students considered First Time in College will be classified as non-degree-seeking until a final official transcript has been received by the College.

2. Transfer

    a. Applicants who have attended postsecondary institutions must submit official transcripts from all colleges/universities previously attended.

    b. Final acceptance and classification for degree-seeking status requires receipt and evaluation of all official academic records prior to awarding credit.

    c. Transfer students may also be required to submit an official high school transcript when needed to determine financial aid eligibility, verify foreign language proficiency for degree requirements, confirm course prerequisites, or when no postsecondary coursework is accepted in transfer.

B. Non-Degree-Seeking Students: Non-degree-seeking applicants do not need to provide final, official transcripts unless needed for course prerequisite purposes or to meet financial aid requirements. Non-degree-seeking applicants may include the following:

1. Dual Enrollment: Current students who meet dual enrollment program eligibility requirements. (Note: Dual enrollment students who graduate from high school and wish to continue as College degree-seeking students must submit a final high school transcript showing the graduation date.)

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2. Personal Interest: Students who are taking courses for personal interest and enrichment with no intent to receive a degree or certificate.

3. Technical certificate/career certificate: Students who are pursuing an industry/job certification program that is less than sixty (60) credits.

4. Job Improvement: Students who are taking courses for job improvement with no intent to receive a degree or certificate.

5. Teacher Recertification/Preparation: Students who have already completed a Bachelor's degree and who are taking courses to become recertified to teach or who wish to prepare for certification to teach in the state of Florida.

6. Transient: Students who register for courses at the College on a temporary basis. To take courses at the College, transient students must receive approval from their home institution. Students whose home institution is in Florida should complete a transient student form through Florida Shines. Students whose home institution is in another state or who are attending a Florida private institution should contact their home institution for permission to attend classes at the College. Transient approval is required for each term the student wishes to take classes at the College.

IV. Documentation Requirements

A. Proof of Citizenship or Lawful Presence Verification

1. College Responsibility: Consistent with applicable federal and state law, Valencia College requires applicants seeking admission to establish lawful presence in the United States when such verification is required as a condition of enrollment. In accordance with Florida law, the College may admit as a student only an individual who is a United States citizen or who is lawfully present in the United States. The College is responsible for obtaining and evaluating documentation sufficient to verify lawful presence and may utilize federal or state verification systems authorized for that purpose.

    a. Because immigration classifications and acceptable forms of documentation may change because of legislative, regulatory, or administrative action, the College reserves the right to require additional documentation, request updated evidence of status, or modify verification procedures as necessary to maintain compliance with applicable law. An applicant's failure to provide satisfactory evidence of lawful presence may result in denial of admission, cancellation of enrollment, or other action permitted by law and College policy.

2. Applicant Responsibility: All applicants are required to provide an attestation that they are citizens of the United States or lawfully present in the U.S. prior to being granted admission to the College. Such attestation shall require students to

complete and submit the Citizenship/Lawful Presence Attestation Form as part of the applications materials. Thereafter, in order to be enrolled, applicants are responsible for providing complete, accurate, and current/unexpired documentation demonstrating their citizenship, immigration status, or other authorization to be present in the U.S.

a. Documentation submitted to establish lawful presence must be valid at the time of review and may be subject to verification through the U.S. Department of Homeland Security ("D.H.S.") or other authorized governmental agencies.

3. Acceptable Documentation: Acceptable evidence to document lawful presence includes:

a. U.S. Citizens or Nationals

i. REAL ID-compliant Driver's License or Identification Card that indicates U.S. citizenship.

ii. Florida Voter Registration, with active registration and citizenship verified through an authorized state system

iii. Valid U.S. passport or passport card

iv. Certified U.S. Birth Certificate

v. U.S. Department of State Certification of Birth Abroad (Forms FS-240, FS-545, or DS-1350)

vi. Certificate of Naturalization (Forms N-550 or N-570)

vii. Certificate of Citizenship (Forms N-560 or N-561)

b. Non-U.S. Citizens with Lawful Presence

i. REAL ID-compliant Driver's License or Identification Card Permanent Resident Card (Form I-551) or a foreign passport containing a valid temporary I-551 endorsement

ii. Form I-94 or I-94A

iii. Form I-797, Notice of Action

iv. Student, Exchange Visitor, or Qualifying Dependent Documentation (Forms I-20 or DS-2019)

v. Official Federal Documentation Establishing a Qualifying Humanitarian Classification

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B. **Proof of Secondary Education Completion or Equivalent (Degree-Seeking)**: Degree-Seeking students must provide documented proof of high school completion or the equivalent.

1. **Acceptable Documentation includes**:

    a. Official high school transcript with qualifying diploma type and graduation date. The high school diploma must be issued by a secondary institution that demonstrates alignment with local, state, and federal standards and best practices. The College evaluates validity based on factors such as accreditation status, curriculum, instructional model, academic calendar, diploma format, and other relevant criteria.

    b. State-recognized equivalency diploma (G.E.D.)

    c. Home education affidavit and district verification

    d. Official college transcripts documenting successful completion of college-level postsecondary coursework demonstrates college readiness

    e. Foreign secondary credentials evaluated as equivalent

2. **High School Validation Standard**

    a. Eligible applicants without a valid, standard high school diploma or equivalent are not eligible for degree-seeking admission. Such applicants may enroll as non-degree-seeking students for personal interest, enrichment, or workforce development courses. Enrollment does not confer degree-seeking status or federal financial aid eligibility.

    b. The high school diploma must be issued by a secondary institution that demonstrates alignment with recognized local, state, and federal standards and best practices. The College evaluates validity based on factors such as accreditation status; curriculum and instructional model; academic calendar; diploma type and format; adult education offerings; and other relevant criteria.

3. **International Secondary Credentials**

    a. Applicants educated outside the U.S. must provide English translation of transcripts and, where appropriate, a course-by-course credential evaluation for college-level consideration.

    b. International Student Services maintains acceptable documentation lists consistent with D.H.S./Student and Exchange Visitor Program (SEVP).

4. **Alternative Documentation for Extenuating Circumstances**

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a. In limited circumstances where required academic documentation (e.g., high school or college transcripts) is unavailable due to circumstances beyond the applicant's control, the College may consider alternative official documentation, subject to the following conditions:

i. The applicant provides evidence that the required academic documentation is unavailable and demonstrates reasonable efforts to obtain it.

ii. Alternative academic documentation must be issued by an appropriate government agency or other authoritative source and must establish the same eligibility requirements as the standard documentation.

iii. The Registrar's Office reviews the documentation for authenticity, completeness, and compliance with applicable requirements.

iv. Acceptance of alternative academic documentation requires approval by the Registrar or designee.

b. Approved alternative academic documentation and the basis for its acceptance shall be documented in the student's record.

V. Conduct and Safety Review

A. When an applicant’s criminal history, sexual offender/predator status, or other conduct information is discovered or reported, the Office of the Vice President, Student Affairs or designee shall conduct a case review.

B. The College shall determine whether admission is in the best interest of the College community.

C. Applicants who are officially designated as sexual offenders or sexual predators shall not be admitted or enrolled.

D. Applicants who are denied admission shall be provided with a written notice of such denial and appeal rights (if applicable).

E. If an academic term has already begun at the time the College receives notification, the student's enrollment will be deleted, and an administrative drop and refund for fees paid for the term in progress will be processed.

1. A student who received financial aid may be liable for the repayment of such aid according to financial aid program procedures.

2. The student may receive a credit for required textbooks purchased for classes from which the student is dropped, in accordance with College Campus Store procedures.

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Procedure
History:
Adopted 1-19-83; Amended 11-18-92; Amended 12-20-05; Amended 11-05-10; Amended 6-20-12; Amended 9-28-16; Amended 10-25-17; Amended 2-27-20; Amended 4-3-23; Amended 12-3-26; Formerly 6Hx28:10-01

Date of Last Procedure Review: 12-03-2026

Related Document:

Valencia College
Procedure regarding Receipt of Official Notification of Applicant/Student/Employee as Sexual Offender/Predator

Florida law, in section 775.21 (The Florida Sexual Predators Act) states in part, **"**[r]epeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are extremely likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes."

Florida law, in section 943.0435, states in part, **"**[t]he Legislature finds that sexual offenders, especially those who have committed offenses against minors, often pose a high risk of engaging in sexual offenses even after being released from incarceration or commitment and that protection of the public from sexual offenders is a paramount government interest.

In July 2002, new provisions of these laws became effective which require sexual predators and sexual offenders to notify the state or the sheriff, as appropriate, of enrollment, employment, or the carrying on of a vocation at an institution of higher education in Florida. Each change in enrollment or employment status must be similarly reported. The state or sheriff must promptly notify each institution of the sexual predator's or sexual offender's presence and any change in the sexual predator's or sexual offender's enrollment or employment status.

Applicants/Students

Valencia College has determined that the presence on campus of students officially designated as Sexual Offenders/Sexual Predators would be disruptive of the orderly process of the College's programs and/or would interfere with the rights and privileges of other students. In accordance with §1001.64(8)(a), F.S., the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the College.

Accordingly, the College denies admission/enrollment to students who are officially designated as Sexual Offenders/Sexual Predators. The applicant should follow this appeal process prior to submitting an application for admission. If an academic term has already begun at the time the College receives notification, the student's admission will be revoked, and an administrative withdrawal and refund for fees paid for the term in progress will be processed. The student may also receive a credit for required textbooks purchased for classes from which the student is withdrawn. This decision may be appealed to the Vice President for Student Affairs.

1. To submit this appeal the student must send a letter to the Vice President that contains:

    - The reason the student believes an appeal should be granted.
    - Documentation of the legal proceedings that led to the student being listed with the State of Florida as a Sexual Offender/Predators including police reports, court proceedings, adjudication, time served and parole information. If this information is not received with the letter of appeal, the Vice President for Student Affairs may attempt to collect it through other means.
    - The names and contact telephone numbers of at least three professional references who can attest to the student's ability to function without harm to a learning community (which include persons under the age of 18.) This could include probation officers, therapists, employers, and clergy.
    - The name and contact information for the therapist of the sex therapy group that was required as part of the legal sanction or in which the student/applicant participated.

2. Once the full documentation is received, the Vice President of Student Affairs will review it carefully, conduct telephone interviews with references provided, share all of the information with the Provost or their designee of the campus on which the student plans to enroll, and talk with the appellant about the situation presented.

3. If there is sufficient reason at this point to believe an appeal may be granted, the Vice President of Student Affairs and the Provost, or their designees, will conduct a face to face meeting with the student to determine the risk the student poses to the campus learning environment. The final decision will be made based on the full documentation received and the meeting with the student.

4. The student will receive a letter of the decision from the Vice President of Student Affairs.

5. The Vice President for Student Affairs will monitor the student's enrollment each term through their degree completion at the College. Any behavioral issues will result in immediate and permanent expulsion from the College.

Applicants/Employees

The College has determined that the employment of persons officially designated as Sexual Offenders/Sexual Predators would be disruptive of the orderly process of the College's programs and/or would interfere with the rights and privileges of other members of the College community. In accordance with §1001.64(46), F.S., the College may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct if determined to be in the best interest of the College. Accordingly, applicants for employment at the College who are officially designated as Sexual Offenders/Sexual Predators will be excluded from further consideration,

and employees who are officially designated as Sexual Offenders/Sexual Predators shall be given the opportunity to resign, or in the alternative, shall be separated from the College in accordance with applicable policies and procedures, including without limitation College Policies 6Hx28: 3F-03 (Suspension, Dismissal, Return to Annual Contract, or Non-Renewal of Contracts) and 6Hx28:3E-08 (Disciplinary Action).

Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus or by calling FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf.

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