

# 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, 1008.30, 1002.41, 1003.428, 1001.64

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

**EFFECTIVE DATE:** June 25, 1979

**LAST REVISION DATE:** ~~June 29, 2018~~, February 19, 2024

**LAST REVIEW DATE:** ~~June 29, 2018~~, February 19, 2024

## I. PURPOSE

To establish requirements for admission to college credit and clock hour programs at Miami Dade College (MDC).

## II. PROCEDURE

### A. Requirements for admission to college credit programs

MDC reviews and publishes the Placement Criteria Manual as necessary, which adheres to [1008.30](#), Florida Statutes and [State Board of Education Rule 6A10-.0315](#) on common placement testing, alternative methods to common placement tests, and developmental instruction for public postsecondary education. The Placement Criteria Manual details all methods for assessing communication and computation skills and the minimum standards a student must achieve to demonstrate readiness to perform college-level work.

### 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 School for Advanced Studies. For International students there is a \$50 non-refundable application fee and Baccalaureate applicants must pay a \$25 non-refundable application fee. Students who fall into one of the categories listed below may request an [Admission Application Fee Waiver](#). Supporting documentation must be provided for the following:

1. Student is a U.S. Veteran or active-duty military.
2. Student or family is receiving public assistance.

3. Student is living in federally subsidized public housing or experiencing homelessness.
  4. Student is a ward of the state, an orphan, or is in foster care.
  5. Student is an MDC Employee or Retiree.
- C. Admissions to College Credit Programs for the Associate in Arts, Associate in Science, and College Credit Certificate programs with special admission requirements shall include (some programs have additional admission requirements):
1. Students with a standard high school diploma from any public high school in the United States or territories, per [1007.263](#), Florida Statutes.
  2. Students who are at least 16 years of age and are demonstrating qualification to obtain a higher education per [Federal Student Aid](#) eligibility requirements by:
    - a. Passing an approved [ability-to-benefit test](#), or
    - b. Completing six credit hours toward a degree or certificate.
  3. Students with a Florida public high school withdrawal (completion) code eligible for college credit admission, as defined by the Florida Department of Education.
  4. Students from non-public high schools in the United States and its territories that do not require validation, as noted in Section D.
  5. Students awarded a Department of Education high school equivalent (GED) diploma in the United States and its territories, the High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), or California High School Proficiency Exam.
  6. Home-schooled students with a signed affidavit from their parent or legal guardian attesting that they completed a Florida home education program pursuant to [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 \(NACES\)](#) or [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization. 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.
- 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](#), 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 of online/distance education instruction and the high school is not listed as an accredited institution by the [Distance Education Accrediting Commission \(DEAC\)](#). The DEAC maintains a list of accredited institutions that offer high school via distance education.
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](#).
7. The high school or its course(s) is identified by the [National Collegiate Athletic Association \(NCAA\)](#) as not accepted for athletic eligibility.
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.

A High School Validation Checklist should be utilized to evaluate institutions uniformly. Once MDC renders a decision on the validity of a high school diploma, the decision is final and not subject to appeal.

#### E. International students

International students who meet the admission requirements specified in section C must provide all of the following supplementary admission documents to the International Students Office in order to receive an I-20 Certificate of Eligibility, which is needed to apply for the F1 student visa prior to the beginning of the term for which the students seek admission:

1. Copy of valid passport

2. Statement of financial resources available to support their educational expenses
3. Certificate of health and accident insurance, prior to enrollment

#### F. Transfer Students

Applicants who transfer to MDC from other postsecondary institutions must request final, official transcripts from all of those institutions to be sent directly to MDC Transcript Processing Services. Additional requirements are as follows:

1. Students who transfer from U.S. regionally accredited postsecondary institution(s) with fewer than six (6) college-level credits earned with “C” or higher grades must submit proof of valid high school graduation.
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 six (6) 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.

#### G. Dual Enrollment and Early Admission

Student’s access to dual enrollment and early admission is authorized pursuant to [1007.271, Florida Statutes](#). Students in grades 6-12 who are enrolled in Miami-Dade County public schools, participating private and charter schools, or home school are eligible to participate in the MDC dual enrollment program. Students must have a minimum 3.0 high school unweighted grade point average and demonstrated readiness for college coursework.

#### H. 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.

#### I. Admission to Career and Technical Education (Vocational Credit) Certificate Programs and College Credit Certificates

Students who meet the requirements under II.C. of this Procedure may be admitted to Career and Technical Education programs as well as the following (some programs have additional admission requirements):

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

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


#### K. Other Considerations

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

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 [1001.64, 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 Offenders/Sexual Predators.

3. 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, 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.

	
	02/19//2024
<b>PRESIDENT</b>	<b>DATE</b>