

BOARD MEETING DATE: November 18, 2025

ITEM NO: VIII-A

RECOMMEND THAT the District Board of Trustees approves the a changes to BOT Policy 2.34.

This item attorney review status: Reviewed and Approved

THIS R E COMMENDAT ION Approve the change to Policy 2.34 and move this policy under the Office of Primary Responsibility (OPR) of Enrollment and Student Services. It is further recommended that the policy be renumbered to 5.31 and that the language under item (G)-1 be revised to replace "regionally accredited colleges" with "U.S. Department of Education recognized accredited colleges."

This change aligns with Florida Department of Education guidance regarding accreditation agencies.

NORTH FLORIDA COLLEGE POLICY MANUAL

Title:	Admissions	Number:	2.34 5.31
Authority:	2003 Florida Statutes: 222.17; 1000.21; 1001.64; 1001.65; 1003.43; 1007.263; 1009.21; 1009.97 SBE Administrative Rule 6A:14.0247		
Date Adopted:	1998		
Date Revised:	February 17, 2004 October 20, 2020		
OPR:	Chief Academic Officer Dean of Enrollment and Student Services		

POLICY:

- A) DEGREE SEEKING STUDENTS: The following admission requirements are applicable to degree seeking students to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.
- 1) Students holding a valid secondary school diploma from an accredited school and are approved by the College administration.
 - 2) Students who have successfully passed the General Education Development (GED) examinations and are approved by the College administration.
 - 3) Students who have not graduated from high school but who are enrolling under Early Admission provisions.
 - 4) Adults, 25 years of age or older, who do not possess a high school diploma, a general education diploma, or high school equivalency certificate may be conditionally enrolled for college credit work. Such persons will retain conditional status until they have completed 12 semester hours of credit with at least a 2.0 average.

EXCEPTION: Mature adults in this category who have successfully completed twenty-four (24) credit hours of academic work at North Florida College (overall 2.0 GPA or better) under the non-degree seeking students status may be admitted to full time. A.S. degree – seeking status based on past successful academic performance.

- 5) Any adult may take non-credit, continuing workforce education, and/or community education courses.
- B) NON-DEGREE SEEKING STUDENTS: The following admissions requirements for non-degree seeking students are hereby approved to the extent not inconsistent with applicable

Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.

- 1) A non- degree seeking student is a student of demonstrated academic ability or potential who does not meet the regular requirements for admission to degree seeking status or who does not intend to earn a degree.
 - 2) This category may include:
 - a) Mature adult students admitted by appropriate test score.
 - b) High school students admitted part-time or in summer school and taking courses for credit in escrow.
 - c) Students who attend classes for credit and do not intend to earn a degree. Non-degree seeking students who enroll in courses for the purpose of meeting employment requirements, increasing job skills, or personal satisfaction.
 - 3) If the non-degree seeking student wishes to change program or degree status, the student must meet the admissions requirements for the program or degree he/she wishes to change into.
 - 4) Once the non-degree seeking student earns twenty – four (24) credit hours, the students automatically becomes a degree seeking student and must meet all requirements of the degree seeking student status.
- C) STUDENTS FROM NON-ACCREDITED AND FOREIGN INSTITUTIONS: In addition to regular admission requirements, the following requirements for students from non-accredited and foreign institutions are applicable to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.
- 1) Students from non-accredited secondary institutions will be accepted on a provisional basis until an overall grade point average of 2.0 is achieved in the first 15 hours of academic work.
 - 2) Students who have graduated from a foreign secondary school, but whose records are unobtainable for political reasons, may be admitted by special permission of the College administration.
 - 3) Students transferring to the College from non-accredited institutions of higher education will be admitted in full standing. However, no course work or grades earned from the non-accredited institution shall be transferred to North Florida College or used in the GPA for graduation from North Florida College, until after fifteen (15) semester hours of course work has been completed at North Florida College and the courses completed at the non-accredited institution are evaluated for equivalency as to content and level of instruction.

- 4) Foreign students must be approved for admission by the College administration and meet all requirements of federal and state law pertaining to admission of foreign students. The administration will consider the admission of a foreign student only when the following conditions have been met:
 - a) The applicant must supply the Office of Enrollment Services with the official test results from the Test of English as a Foreign Language (TOEFL), or equivalent.
 - b) The applicant must provide, if politically possible, officially translated copies of academic work in secondary and postsecondary schools.
 - c) Sponsors of the applicant must complete a personal interview with the Director of Enrollment Services prior to the admission decision.
- 5) In cases where an applicant's native language is not English, the College must ascertain whether or not assistance is necessary in English and whether or not registration in English as a Second Language (ESOL) coursework is appropriate. Since English is the medium of instruction in classes, the applicant must demonstrate mastery of English to benefit from instruction before being admitted.
- G) TRANSFER STUDENTS: The following admissions requirements for transfer students are applicable to the extent not inconsistent with Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.
 - 1) The College accepts credits transferred from other **regionally U.S. Department of Education recognized** accredited colleges and universities.
 - 2) Students eligible to return to the institution of origin may be admitted to North Florida College upon receipt of their transcript and approval of the College administration.
 - 3) Students not eligible to return to the institution of origin must petition for admission to North Florida College. Valid and clear reasons for admitting the student under these circumstances must be given before such a petition will be considered.
 - 4) Transfer students with less than an overall 2.0 (C) grade point average, according to North Florida College computation, must submit application and transcript(s) for review by the College administration prior to final admission. Transfer students admitted to North Florida College with less than an overall 2.0 (C) grade point average are placed on academic probation.
 - 5) Students transferring to North Florida College are accepted on the basis of the grade point scale at North Florida College rather than grade point scale at previous institutions.

- 6) Transfer credit may be awarded for those elective courses in which a grade of “D” or higher was attained. No course in the general education core may be transferred with a grade less than “C”.
 - 7) Transfer students are not required to present a high school transcript if a record of high school credits is on the transcript from the previous institution.
 - 8) Transfer students must achieve an overall grade point average of 2.0 in order to graduate from North Florida College.
 - 9) Any student must achieve a grade point average of 2.0 by the end of the initial 12 credit hours of coursework or be placed on academic probation.
 - 10) In the valuation of transfer credit, consideration will be given for differences in hour requirements on the basis of the intent of the general education requirements at North Florida College.
- H) TRANSIENT STUDENTS: The following admission requirements are applicable to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees:
- 1) A student enrolling at North Florida College and attending on the approval of another college or university, and who intends to return to that institution, will be considered a transient student. An application, a statement of good standing from the college to which the student is returning, and permission to enroll in certain courses at North Florida College are required. The permission statement must be in the student’s record prior to graduation.
- I) REQUIREMENTS FOR RE-ADMISSION: The following re-admission policy is applicable to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.
- 1) Former students not in attendance during the previous year must submit a new application and other information as required by the Office of Enrollment Services. Any former student who withdraws with a cumulative or overall average of less than 2.0 may be readmitted on academic probation.

SACSCOC 10.5