

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: ADMISSIONS

NUMBER: PRO 4-11

REFERENCE: Board Rule 4.02
Florida Statutes 1007.263
Florida Statutes 1009.21

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I. PURPOSE

The purpose of this procedure is to describe the general application and admissions process for credit programs, the applicpl,

- h. The Governing Catalog for degree and technical certificate seeking students is defined as the Catalog & Student Handbook in effect at the time of enrollment or readmission.
- i. A continuously enrolled student who does not complete degree requirements within 6 (six) years will be required to meet the degree requirements established by the Governing Catalog in the subsequent semester of enrollment.
- j. Degree and technical certificate seeking students who break enrollment for three or more consecutive semesters (fall, spring, and summer) will be required to submit an LSSC Application for Readmission and will be required to meet the degree requirements established by the current Governing Catalog of the year in which they re-enter.

5. A signed affidavit submitted by the parent or legal guardian of a home-schooled student attesting that the student has completed a home education program pursuant to the requirements of Florida Statute 1002.41;
6. Additional information and eligibility requirements may be in place for admission to any selective admissions credit program;
7. The College has the responsibility to review each student's high school transcript to determine if it is acceptable for admission. The College reserves the right not to accept transcripts and/or documentation as evidence of a high school diploma;
8. Students who transfer to LSSC from another postsecondary institution must submit official transcripts from all previously attended institutions within their first semester of enrollment at LSSC. Financial Aid applicants must submit official transcripts prior to the disbursement of financial aid funds.

c. Non-degree Seeking Students (excluding Dual Enrollment students)

Applicants who wish to enroll in credit courses for personal enrichment, job improvement, or teacher certification may be admitted as non-degree seeking students. Applicants seeking admission as non-degree seeking students must meet the admissions criteria for degree seeking students; however, they are not required to submit transcripts or placement test scores unless they are enrolling in a general education course or in courses with prerequisite requirements.

d. Special Provisionary Status Students

Applicants who are at least 18 years of age and legally withdrawn from the secondary school system and have not met the admissions criteria for degree or certificate program may be admitted provisionally into credit classes. A student admitted under provisional status is required to meet with an academic advisor prior to registering and may earn no more than 12 credit hours before being required to meet the necessary criteria for degree and certificate programs.

e. Dual Enrollment Students

Dual Enrollment provides opportunities for qualified high school students to enroll in LSSC courses while concurrently enrolled in high school. To be eligible, students must

- 4. Submit the LSSC Home Verification Form (Home Education students only).

f. International Students

International students are non-immigrants who meet the international admissions requirements.

The following requirements must be met by students seeking admission on an F-1 visa:

- 1. Submit a paper LSSC International Student Application for Admission along with the non-refundable application fee to the Admissions and Records Office. Students must apply for one of the Associate in Arts (A.A.), Associate in Science (A.S.) or Bachelor of Applied Science in Organizational Management programs;
- 2. Have the equivalent of a U.S. high school diploma. International students must arrange to have transcripts from all institutions outside the United States evaluated at their expense. The applicant must submit to the evaluation agency a complete record of all subjects taken and examinations passed. These records must carry the official seal of the educational institution;
- 3. If English is not the applicant’s native language, acceptable TOEFL scores must be submitted;
- 4. Submit a financial statement showing their financial support in U.S. dollars;
- 5. Complete the Department of Homeland Security I-901 Form and pay the required fee.
- 6. Provide proof of health and accident insurance.

g. Transient Students

Transient students are students who are currently enrolled in another college or university and wish to take only one or a few courses at LSSC with the intention of transferring the LSSC credit back to their “home institution.”

- 1. Students who are currently enrolled in a public Florida institution of Higher Education

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