| Title: | **College Admission and Readmission Procedures** | **Rule: 7.3** |

General Authority: FS 1001.64
Law Implemented: FS1001.64(8), 1007.263, 1009.21; 6A-10.044, FAC

Effective Date: May 20, 2015

Purpose: To state procedures for admission and readmission to the college.

Admission Procedures

An Application for admission must be submitted to the Office of Admissions via Santa Fe College's online application for admission. All required supporting documents must be submitted to the Office of Admissions in person, by fax, or by mail at the earliest possible date prior to the first day of the first term of enrollment.

Applicants wishing to be classified as Florida residents for tuition purposes must complete a Florida Residency Declaration. This requirement includes all new and transfer applicants. The Florida Residency Declaration is available in the Office of Admissions or may be downloaded and printed from the Admissions Website.

Final official transcript(s) from the applicant's high school are to be mailed directly to the Office of Admission, delivered in-person in an institution-sealed envelope, or sent electronically from the previous institution. Official transcripts from a college, university, or other postsecondary education institution(s) are to be mailed directly to the Office of the Registrar, delivered in-person in an institution-sealed envelope, or sent electronically from the previous institution. All transcript requests must be initiated by the applicant. In order to be admitted to a degree-seeking program, a student must have earned the equivalent of a standard high school diploma as defined by Florida Statute 1007.263.

Students who have completed a home school program must submit an affidavit attesting to the completion of the program and submit proof that the home high school program was completed in accordance with respective state rules and statutes.

High school equivalency certificate holders must provide a copy of the certificate after the application for admission is completed and submitted. Copies of GEDs may also be provided through the State of Florida's electronic system.

Students who graduated from high school in a country other than the United States may be required to submit high school documentation to a licensed, certified translation service

and/or evaluation service for determination of standard high school equivalency if equivalency cannot be determined by the Office of Admissions.

Transfer transcripts become part of the official student record. An evaluation of credit course transferability is made after all post-secondary transcripts are received and the student is accepted to the College. Credit will be granted only for courses in which grades of "D" or better have been earned. Failing grades will be computed in the student's cumulative grade point average.

Students who have taken courses outside of the United States must have an official certified evaluation completed of their credits and must submit this evaluation to the Office of the Registrar.

Readmission Procedures

An application for readmission must be submitted by all previous Santa Fe students and applicants who:
- Have not been enrolled or had no enrollment activity for at least two major terms (Fall and Spring), or
- Have previously submitted an application but did not enroll or have any enrollment activity within two major terms

Students who are transferring back to Santa Fe from another college or university must provide an "Official" final transcript from each institution attended. Transcripts must be submitted to the Office of the Registrar for evaluation.

Students who were previously classified as Florida residents for tuition purposes will be required to confirm and document their Florida residency status per Florida Statute 1009.21. Students who were not previously classified as Florida residents for tuition purposes and who wish to be classified as Florida residents, must submit documents for reclassification per Florida Statute 1009.21.