



Application Review and Admissions Process for Baccalaureate Degree Programs

This document outlines the application review and admissions processes for admission to baccalaureate degree programs. The process identifies the roles of the Baccalaureate and University Programs Division staff and additional academic program staff within the process.

Policies and Procedures:

I. General Information Policy

In compliance with Florida Administrative Rule 6A-14.095 Edison State College is authorized to offer ten baccalaureate programs in a 2+2 completion model. Students typically earn an associate in arts or an associate in science degree prior to continuing in a baccalaureate program. Students who have earned 60 or more credit hours, with 36 hours of general education requirements met, can be considered for admission as well.

Prospective baccalaureate programs students are able to apply for admission one semester prior to completion of the admission requirements. This provides for a timely review of their academic credentials, appropriate advisement of status, and seamless transition into the upper division program.

Authority for admission to Edison State College is managed by the Office of the Registrar. Admission into a selective baccalaureate program is determined through a comprehensive admission process within the Baccalaureate and University Programs Division Office.

I. Student Application Procedures:

- a. Students who have enrolled at ESC in the past, and have paid an application fee to ESC previously, do not pay an additional application fee for admission.
- b. Current, active, ESC students complete a supplemental application for admission online at <https://www.edison.edu/admissions/bachelor/supplementalapp/>.
- c. Students who have been away from ESC for a period of one calendar year or longer must submit a readmission application to ESC and verify residency for tuition purposes in accordance with College Operating Procedure 6Hx6:6.05 section IX.

- d. First time Edison State College students complete the new student application located online at <https://oas.edison.edu/pls/PROD/bwskalog.P DispLoginNon> in accordance with College Operating Procedure 6Hx6:6.05. Official transcripts from all previous institutions must be sent directly to the Office of the Registrar to complete the application process.
 - e. All applications are then forwarded by the Registrar's Office to the Baccalaureate and University Programs Division Office for additional follow-up and determination of admission status into selective baccalaureate program.
- II. Baccalaureate and University Program Application Review Process Procedure:
- a. The Dean of the Baccalaureate and University Programs Division will assign a designated staff member to track receipt of all baccalaureate applications and determines their status. Incomplete applications will be monitored by the designated staff member for completion. The designated staff member will communicate at least once every 30 days with all prospective students via email, phone and letter in an attempt to complete their application status. Incomplete applications are maintained for one year. After one academic year, an applicant must reapply for admission.
 - b. The Dean of the Baccalaureate and University Programs Division will designate a staff member to thoroughly review completed applications for compliance with stated admission criteria. Students who present academic credentials that show compliance with admission criteria, or documentation that upon completion of a current term admission criteria will be met, are conditionally admitted to the baccalaureate program. Once admitted into the baccalaureate program the designated staff member of the Baccalaureate and University Programs Division will notify the respective designated staff member of the particular baccalaureate program with the student information. The Dean/Associate Dean or designated staff member of the particular baccalaureate program for which the student has been admitted, will contact such student regarding program orientation and any additional enrollment requirements. The Dean/Associate Dean designated staff member of the particular baccalaureate program will also oversee enrollment of this first semester student.
 - c. Students who do not meet stated admission criteria are advised by the designated member of the Baccalaureate and University Programs Division regarding remaining requirements and options for enrollment at Edison State College. Options may include enrollment as an associate degree level student, continued enrollment at another institution, or enrollment as a non-degree seeking student. Applications for currently enrolled ESC students who maintain

enrollment to complete remaining requirements are kept active, and forwarded to the appropriate term for admission consideration.

Applications for students who do not enroll at ESC are maintained for one academic year. After one academic year, an applicant must reapply for admission.

- III. Procedure to Verify Completion of In-progress Admission Requirements:
- a. Academic credentials of students who present documentation to support the completion of admission criteria prior to entry in the program are verified by a designated staff member of the Baccalaureate and University Programs Division. At the conclusion of the academic term preceding admission to the baccalaureate program, designated Baccalaureate and University Programs Division staff audit the admission files to document that requirements have been fulfilled. This includes completion of specific coursework, verification of associate degree conferment, completion of required licensure or mandated exams, and receipt of final, official transcripts.
 - i. Student records that are determined as compliant with stated admission requirements remain admitted within the student record system and students are permitted to continue as an upper division program student.
 - ii. In the event a student has not fulfilled the requirements as they had planned, that led to their conditional admission, the following actions are taken:
 1. A registration hold is placed on the student record by the Baccalaureate and University Programs Division designated staff member to preclude any future enrollment without communication with the academic program staff.
 2. The Baccalaureate and University Programs Division designated staff member cancels the student's admission, returns the student to the previous degree code and withdraws the student from any upper division coursework. In accordance with admission requirements, the student can follow the documented petition process to seek enrollment in the program.
 3. A list is generated and sent to the appropriate academic baccalaureate program Dean or Associate. Such Dean or Associate Dean, or their designee, will be responsible for notifying the student of their deficiencies and options for continued enrollment.

Official reports have been created to monitor associate degree completion status of students admitted into baccalaureate programs. Additional reports have been developed to monitor enrollment of baccalaureate level students, and provide academic program staff with access to enrollment trends.