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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: ADMISSIONS

NUMBER: PRO 4-11

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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 application and admission process for selective admissions programs, and the process to declare residency.

**II. GENERAL INFORMATION**

- a. Persons desiring information regarding admission to Lake-Sumter State College (LSSC) credit programs and courses should contact the Admissions and Records Office at the Leesburg campus or Enrollment Services at the South Lake campus or Sumter Center.
- b. The President or designee reserves the right to grant provisional admission, or to deny admission to any applicant.
- c. Individuals who complete an LSSC Application for Admission and pay the one-time, non-refundable application fee (if applicable), will be processed for admission and admitted on a provisional basis. Final acceptance is granted only when all required records are received and verified by the Admissions and Records Office.
- d. The determination of residency status for tuition purposes is made by the Admissions and Records Office or Enrollment Services.
- e. All first-time-in-College and Dual Enrollment students are required to attend a new student orientation program prior to registering their first semester.
- f. At the time that an applicant applies they are issued a Student Identification Number (X-ID) if they do not already have one.
- g. At the time an applicant registers for credit courses, they are issued a student e-mail account which is the official means of communication within LSSC.

- 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.
- k. Former students who do not meet the criteria for continuous enrollment are required to complete an LSSC Application for Readmission, a new LSSC Florida Residency Declaration for Tuition Purposes form and submit supporting residency documentation.
- l. Students may request to change their Academic Program by submitting the LSSC Change of Academic Program and/or Meta Major form. The request will be processed for the current semester if received prior to the add/drop deadline. Otherwise, the request will take effect for the following semester.
- m. Furnishing false or fraudulent statements in connection with an application for admission or residency affidavit may result in college disciplinary action, denial of admission, loss of financial aid, and possibly invalidation of credits or degrees earned.

### **III. ADMISSION TO CREDIT PROGRAMS**

#### **a. Degree and Certificate Seeking Students**

LSSC is required to validate the integrity of student's reported high school diploma to determine if a student can be admitted to the college and eligible to receive Federal funds.

- b. Applicants who are seeking admission to the Associate in Arts, Associate in Science, Associate in Applied Science, or Technical Certificate programs must submit official records verifying completion of:
  - 1. Standard High School Diploma; or
  - 2. A special certificate of completion-College placement tests eligible as outlined in Florida Statute 1003.433; or
  - 3. A high school equivalency diploma as defined in Florida Statute 1003.435; or
  - 4. Previously demonstrated competency in College credit post-secondary coursework in accordance with section 1007.263, Florida Statutes. The College defines this competency as any student who has received an associate degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education; or

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 meet academic requirements as described in the appropriate annual dual enrollment articulation agreement and be enrolled in a Florida public school, private school or home education program in compliance with applicable Florida statutes.

To apply for admission to the LSSC Dual Enrollment program, applicants must:

1. Submit the LSSC Dual Enrollment Application for Admission, including signatures from the high school counselor and a parent/legal guardian;
2. Submit verification of the student's high school GPA (public and private high school students);
3. Provide entry test scores. Scores must meet the minimum requirements;

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 complete the Transient Student Admission Application at [FloridaShines.org](http://FloridaShines.org). There is no need to complete a LSSC paper application;
2. Students who are currently enrolled in a private or out-of-state institution of higher education must complete a LSSC paper application, pay the \$30 application fee, and submit a completed Transient Approval Form or letter from their home institution.

#### IV. ADMISSION TO SELECTIVE ADMISSION PROGRAMS

- a. Selective admissions programs may have requirements beyond those for general admission to the College.
  1. The Associate Degree Nursing Program requires that students meet eligibility requirements as indicated in the Catalog and Student Handbook before being accepted in the program. The Associate of Science of Nursing Degree (ASN) adheres to LSSC policy and procedures. However, there are additional governing entities such as, but not limited to the Florida Board of Nursing (FLBON), American Nurses Association (ANA), Accreditation Commission for Education in Nursing (ACEN), National League for Nursing

- (NLN), and regional healthcare partners that mandate additional requirements. These requirements are referenced in the LSSC College Catalog;
2. The Industrial Management Technology AS degree requires prior completion of a 900+ clock hour PSAV Certification to enroll. Hours must be verified to register for this program;
  3. The Bachelor of Science in Nursing program requires that students have successfully completed an Associate Degree Nursing Program and either have a valid Florida Nursing License or pass the NCLEX exam before the end of the first semester in the program, and a minimum cumulative GPA of 3.0 on a 4.0 scale in all post-secondary coursework;
  4. The Bachelor of Science in Nursing (RN to BSN) program is a completion program for Registered Nurses (RNs) who possess a current, unencumbered Florida RN license or ASN graduates eligible to sit for the NCLEX-RN licensure exam. The BSN program adheres to LSSC policy and procedures. However, there are additional governing entities such as, but not limited to the Florida Board of Nursing (FLBON), American Nurses Association (ANA), Accreditation Commission for Education in Nursing (ACEN), National League for Nursing (NLN), and regional healthcare partners that mandate additional requirements. These requirements are referenced in the LSSC College Catalog;
  5. The Bachelor of Applied Science in Organizational Management program requires that students have successfully completed an Associate in Arts (AA) or Associate in Science (AS) degree from a Florida college or other regionally accredited college or university, completion of all developmental coursework as required by placement testing, competition of or eligibility for Gordon Rule mathematics courses, and a minimum cumulative GPA of 2.0 on a 4.0 scale in all post-secondary coursework.
- b. In addition to completing the LSSC Application for Admission and submitting the necessary documents for general admission to the College, applicants seeking admission to a selective admissions program may also be required to submit additional documentation as designated by the academic program.

## V. RESIDENCY

- a. Applicants must provide evidence which proves that they or the claimant meets the legal requirements to qualify as a Florida resident for tuition purposes. Pursuant to Florida Statute 1009.21, all applicants for admission to an institution of higher education are required to make a statement as to their length of residence in the state and, further, shall establish that their presence or, if the applicant is a dependent child, the presence of their parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- b. Applicants must provide a minimum of two (2) documents with dates that evidence the 12-month qualifying period. At least one of the documents must be from the "First Tier" as outlined in Florida Statute 1009.21.

- c. All required residency documentation must be submitted for verification prior to the posted deadline each semester in the LSSC Academic Registration Calendar. Approved residency classifications are effective in the following semester or term of enrollment.
- d. All documents must be clear and convincing in establishing residency. The burden of proof rests with the applicant.
- e. Failure to submit the required documentation will result in the applicant being classified as an out-of-state student for tuition purposes.
- f. Living or attending school in the state of Florida will not, in itself, establish residency for tuition purposes. An applicant who depends on out-of-state parents/guardians for support is presumed to be a legal resident of the same state as the parents/guardians.
- g. Effective July 1, 2018, proof of residency will be collected using the Florida Residency Declaration for Tuition Purposes form. Admissions and Records Office and Enrollment Services staff members will verify supporting residency documentation, return to the claimant, and the Florida Residency Declaration for Tuition Purposes form will be uploaded to the student educational record.
- h. Applicants may appeal their residency classification in writing to the LSSC Residency Appeal Committee. After a thorough review, the committee will render a final residency determination. The Committee will advise the applicant in writing of the reason(s) for the determination and update the applicant's residency classification when applicable.

New: 04/09/1999

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