Comprehensive Standard 3.4.3

5. The institution publishes admissions policies that are consistent with its mission. 

(Comprehensive Standard 3.4.3)

___ Compliance ___ Non-Compliance

3.4.3 – Admission Policies

Narrative:

Chipola College’s admissions policies are authorized by Board Policy 3.010—Admissions [1]. These are provided to students in the Chipola College Catalog [2] and on the college website [3]. These policies are consistent with the college mission as shown below:

Chipola College Mission Statement

Chipola is a comprehensive public college whose mission is to provide accessible, affordable, quality educational opportunities to the residents of Calhoun, Holmes, Jackson, Liberty and Washington counties and to all others who choose to attend. The college creates a student-oriented atmosphere of educational excellence and maintains an intellectual environment which inspires the full development of each individual’s goals, abilities, and interests. Because there is no substitute for quality instruction, the college empowers faculty members to establish and achieve the highest possible standards. The college also promotes a strong working relationship with communities, businesses, state agencies, and other educational institutions.

Chipola provides the following:

• Educational programs which include general and pre-professional classes leading to the Associate in Arts degree for transfer into baccalaureate degree programs;
• Baccalaureate degree programs which produce educated and capable professionals prepared for successful careers or advancement to graduate degree programs;
• Workforce Development programs leading to Associate in Science degrees and Certificates of Training to prepare students for careers;
• Continuing education opportunities for professional and personal development; and
• A broad range of enrollment and student services and instructional and administrative support to facilitate student success.

Chipola College, through the Student Affairs Division, provides a range of services to expedite the admissions process which is governed by Florida Statutes [4], Florida Board of Education Rule [5], and provides for “open door”
admission to the college (6). College admission policies describe the requirements for admission to the Baccalaureate degree programs, Associate in Arts Programs, Associate in Science programs, as well as Workforce Development Certificate Programs, and Continuing Education programs (7). These are published annually in the Chipola College Catalog, available in print and online.

**Baccalaureate Degree Programs**

Admission to the BS in Education Program is based on selective admission processes published and made available to interested applicants on the Chipola College website (8) and in the College Catalog (9). Any applicant to Chipola College who has (1) earned a minimum cumulative GPA of 2.5 – overall cumulative on a 4.0 scale in all lower-division education-related program of study, (2) passed all sections of the General Knowledge Test or other state approved tests, (3) completed the three education prerequisite courses, (4) submitted a satisfactory background check by the Florida Department of Law Enforcement and Federal Bureau of Investigation, and (5) submitted a brief narrative and three letters of recommendation may be admitted to one of the Teacher Education Programs. Standards and policies are governed by the Florida Department of Education for the Florida Teacher Certification Examination (FTCE) (10).

Admission to the Business Baccalaureate Program is based on selective admission processes published and made available to interested applicants on the Chipola College website (11) and in the College Catalog (9). Any applicant to Chipola College who has (1) earned a minimum cumulative GPA of 2.0 – overall cumulative on a 4.0 scale in all lower-division business-related program of study, and (2) completed all required pre-requisites may be admitted to one of the Business Baccalaureate Programs.

Admission to the Nursing Baccalaureate Program is based on selective admission processes published and made available to interested applicants on the Chipola College website (12) and in the College Catalog (9). Any applicant to Chipola College who has (1) earned a minimum cumulative GPA of 2.0 – overall cumulative on a 4.0 scale in all lower-division courses, (2) possesses an Associate of Science Degree in Nursing from an accredited institution, and (3) completed all required pre-requisites dictated by the Florida Common Course Prerequisite Manual, may be admitted to the Nursing Baccalaureate Programs.

**Associate Degree, College Credit Certificate Programs and Applied Technology Diploma**

Any applicant to Chipola College who has attained a standard high school diploma, General Equivalency Diploma (GED), or Certificate of Completion-Eligible for College Placement Test, completed a home education program pursuant to Florida State Statutes Section 1002.41 (13), or has previously demonstrated competency in college-credit postsecondary coursework may be admitted to Chipola College without individual evaluation. However, admission to the college does not ensure admission to a specific degree program or course. Admission to limited access programs may be based on selective admission processes, which are published in the catalog and made
available to interested applicants on the Chipola College website ([14-a]), ([14-b]), and ([14-c]).

Admission requirements for students enrolled in the Dual Enrollment and Early Admission Program are established according to Florida Statutes ([15]) and are also published on the College website ([16-a]), ([16-b]), and in the College catalog ([17]). Students who wish to transfer to Chipola College from other institutions of higher education must provide all transcripts upon admission to the college. Admission policies for international, transient, and Honors Program students are described in the Chipola College Catalog ([18-a]), ([18-b]), ([18-c]).

**Workforce Development Certificate Programs and Continuing Education Programs**

Workforce Development programs provide non-college credit career training; admission standards for these programs vary according to the requirements of each specific program ([7]). Continuing Education programs ([19]) are available to adults who have specific training needs but are not seeking degrees, as well as students seeking special interest or leisure classes. With the exception of courses designed to prepare students for licensure, Continuing Education courses are open enrollment.

**Distance Learning: Admissions Policies**

The same admission policies published in the college catalog, student handbook, and on the college website apply to all students, regardless of whether they are enrolling in programs with courses offered on campus or online. The college does not offer any degree or certificate entirely online.

**Documentation:**

[1] Chipola College Board Policy Number 3.010: Admission Requirements

[2] Chipola College Catalog – Admission Policy

[3] Chipola College Website – Admissions and Records


[5] Rule Chapter 6A.14 - Community Colleges

[6] Chipola College Catalog – Open Door Policy

[7] Chipola College Catalog – Workforce Admission

[8] Chipola College Website - Teacher Education
[9] Chipola College Catalog – Baccalaureate Admission

[10] Florida Statutes, Section 1012.56. Educator Certification Requirements


[12] Chipola College Website - Nursing Education

[13] Florida Statutes, Section 1002.41. Home Education Programs

[14a] Chipola College Catalog – Limited Access

[14b] Chipola College Catalog – Limited Access

[14c] Chipola College Catalog – Limited Access

[15] Florida Statutes, Section 1007.271. Dual Enrollment Programs

[16a] Chipola College Website – Dual Enrollment – Private Schools

[16b] Chipola College Website – Dual Enrollment – Public Schools

[17] Chipola College Catalog – Dual Enrollment

[18a] Chipola College Catalog – Transient/International Students

[18b] Chipola College Catalog – Honors

[18c] Chipola College Catalog – Non-degree Seeking

[19] Chipola College Website – Continuing Education