



FLORIDA POLYTECHNIC  
UNIVERSITY

## Board of Trustees Academic & Student Affairs Committee Meeting

Tuesday, February 25, 2020  
1:00 PM – 2:30 PM

Florida Polytechnic University – Student Development Center  
4700 Research Way, Lakeland, FL 33805

Dial-In Number: 415-655-0001 | Access Code: 314 356 552#

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Dr. Adrienne Perry, Chair  
Mark Bostick  
Rear Admiral Philip Dur

Dr. Earl Sasser, Vice-Chair  
Dr. Victoria Astley

Henry McCance  
Ryan Perez

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### AGENDA

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| I. Call to Order   | Dr. Adrienne Perry, Chair                        |
| II. Roll Call  | Zaira Medina                                     |
| III. Public Comment  | Dr. Adrienne Perry, Chair                        |
| IV. <a href="#">Approval of the December 10, 2019 Minutes</a><br><i>*Action Required*</i>  | Dr. Adrienne Perry, Chair                        |
| V. <a href="#">2018-2020 Academic &amp; Student Affairs Committee Work Plan Review</a>   | Dr. Terry Parker, EVP and Provost                |
| VI. <a href="#">Provost Report and Discussion</a>  | Dr. Terry Parker, EVP and Provost                |
| A. Admissions and Financial Aid  |  |
| B. Student Affairs   |  |
| C. Four Year Graduation Improvement Plan   |  |
| D. Degree Program Additions and Faculty Hiring Status  |  |
| E. Student and Faculty Diversity   |  |
| F. Graduate Programs   |  |
| G. Technology and Pedagogy   |  |
| VII. <a href="#">Adoption of Regulation FPU-2.001 Admission to the University and Appeal Process – General</a><br><i>*Action Required*</i> | Ms. Melaine Schmiz,<br>Assistant General Counsel |
| VIII. Closing Remarks and Adjournment  | Dr. Adrienne Perry, Chair                        |

Florida Polytechnic University  
Board of Trustees

**Academic and Student Affairs Committee Meeting**

**DRAFT MEETING MINUTES**

Tuesday, December 10, 2019  
1:00 PM-2:30 PM

Florida Polytechnic University, Student Development Center  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Board Chair Wilson called the Academic and Student Affairs Committee meeting to order at 1:07 p.m.

II. Roll Call

Zaira Medina called the roll: Committee Vice Chair Earl Sasser, Trustee Victoria Astley, Trustee Henry McCance, Trustee Mark Bostick and Trustee Philip Dur were present (Quorum).

Committee members not present: Trustee Ryan Perez, Committee Chair Adrienne Perry

Other trustees present: Board Chair Don Wilson, Vice Chair Cliff Otto, Trustee Lou Saco, Trustee Gary Wendt and Trustee Bob Stork

Staff present: President Randy Avent, Provost Terry Parker, Ms. Gina Delulio, Mr. Mark Mroczkowski, Dr. Kathryn Miller, Dr. Tom Dvorske, Mrs. Maggie Mariucci, Mrs. Kris Wharton, Ms. Michele Rush, Mrs. Kim Abels and Mrs. Zaira Medina were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

**Trustee Mark Bostick made a motion to approve the Academic and Student Affairs Committee meeting minutes of September 11, 2019. Trustee Victoria Astley seconded the motion; a vote was taken, and the motion passed unanimously.**

V. 2018-20 Strategic Planning Committee Work Plan Review

The 2018-2020 Work plan remains unchanged and no discussion occurred.

VI. Provost Report

Provost Terry Parker reviewed activity aligned with the Work Plan, which included Admissions and

Financial Aid, Student Affairs, four-year graduation improvement plan, degree program additions, faculty hiring status, student and faculty diversity, graduate programs, and technology and pedagogy.

The bookstore contract with Barnes & Noble will expire in spring and an online option is being piloted. More information will be presented at the next meeting.

Trustees inquired about the benefits to managing student life in the residence halls and if a survey could be conducted of students who have lived on campus under both formats of management. Provost Parker confirmed with Florida Poly managing student life in the residence halls, the entire campus will be positively impacted. If it increases admission rates, the board may want to consider reinstating the freshmen on campus policy. Provost Parker also confirmed a survey can be done and reported to the committee at a future meeting.

Trustee Philip Dur inquired on the correlation among course load, financial aid, and course withdrawals. Provost Parker confirmed there is a correlation and noted that the course withdrawal policy is under active review because of this.

Trustee Victoria Astley inquired if a new graduate program director will be hired internally or externally. Provost Parker responded the graduate program is currently managed by a council of staff and faculty. The council will set the direction for the program, while the graduate program committee will create a plan to execute that direction.

Trustees also asked brief questions and received answers on topics such as faculty diversity and graduation rate.

VII. Closing Remarks and Adjournment

With no further business to discuss, the Academic and Student Affairs Committee Meeting adjourned at 2:13 p.m.



**FLORIDA POLYTECHNIC**  
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## **Work Plan Review**

**Adrienne Perry**  
**Academic and Student Affairs Committee**  
**Chair**

**February 25, 2020**

# Reporting and actions for the committee are organized in the following categories

- Admissions and Financial Aid
- Student Services
- Four year graduation improvement plan
- Degree Program Additions and Faculty Hiring
- Student and Faculty Diversity
- Graduate programs
- Technology and Pedagogy
- Items requested by the Chair, the Committee or provided by the institution



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## **Provost's Report**

**Terry Parker**

**February 25, 2020**

# Today's Discussion is a Review of Activity Aligned with the Work Plan

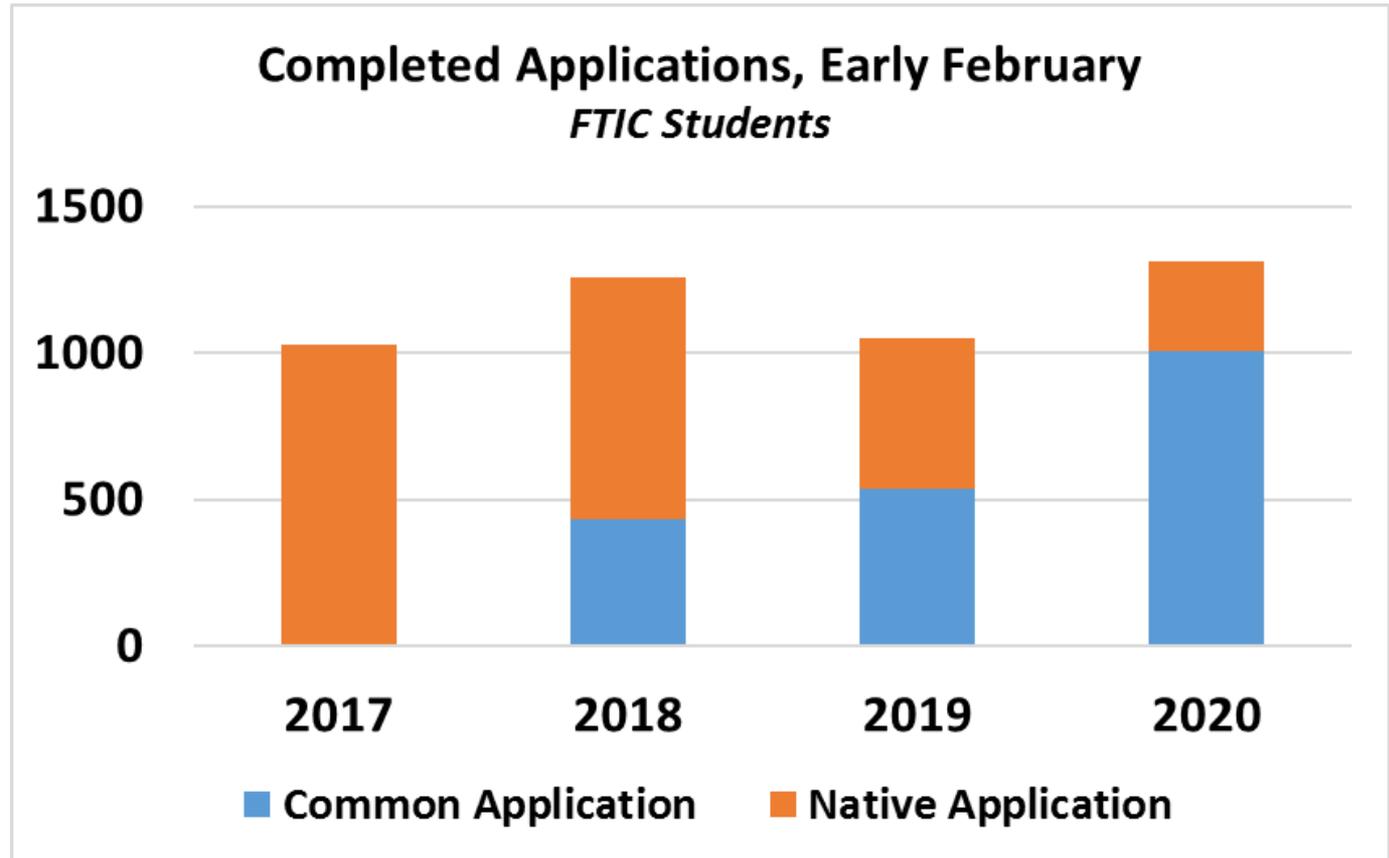
- **Admissions and Financial Aid**
  - **Current Status**
- **Student Affairs**
  - **Support of Co-Curricular Activity**
- **Four year graduation improvement plan**
  - **Moving toward stronger enrollment management**
- **Degree Program Additions and Faculty Hiring Status**
  - **Reappointment, hiring status, Accreditation activity**
- **Student and Faculty Diversity**
  - **Activity on Campus that supports Diversity**
- **Graduate Programs**
  - **Quality and Efficiency**
- **Technology and Pedagogy**
  - **Summer Cohort Program, Graduate Tracks**



# Florida Poly App and Common App Volume

**Noted at the December Board Meeting:**

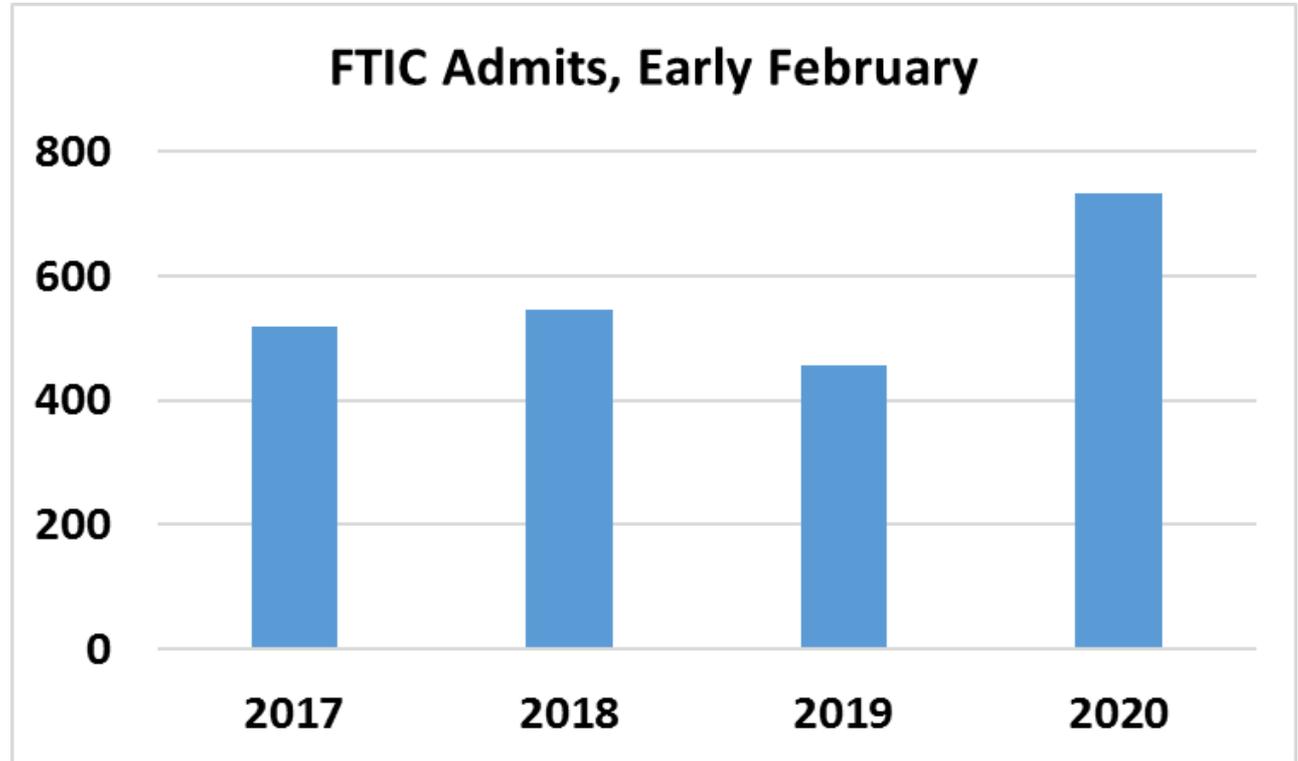
- **Student Behavior Favors the Common App**
- **Number of Applicants is up**
- **There will be a decline in yield**





# Admitted Freshmen: up ~60%

- **Common App**
- Preferred by students
- increases applications
- **Yield will decline**
- **Student Quality indicators remain strong**



*FTIC is First Time In College*

<b>Yield</b>	<b>51%</b>	<b>45%</b>	<b>45%</b>	<b>?? %</b>
<b>Admitted SAT</b>	<b>1308</b>	<b>1320</b>	<b>1307</b>	<b>1334</b>
<b>ACT</b>	<b>28</b>	<b>30</b>	<b>29</b>	<b>30.3</b>
<b>Weighted Core GPA</b>	<b>3.99</b>	<b>3.94</b>	<b>3.94</b>	<b>3.95</b>

# Our incoming class is made up of distinct “cohorts”

- **FTIC**
  - **First Time In College, traditional entrance directly from High School**
- **Transfers**
  - **Dominantly from State Colleges, the challenge is to be as transfer friendly as possible while maintaining degree quality**
- **Graduate Students**
  - **Acceptance of Bachelor of Science Degree holders to one of our two Master’s Degree Programs**
- **First Year STEM Program**
  - **Pipeline program aimed at improving access for students with potential in mathematics**
  - **Pilot program from Fall 2019, program to expand**
- **Summer Entrance Cohort**
  - **Pilot for Summer 2020, adding an online “early” cohort that starts with mathematics**

# A Quick Update on the First Year STEM Program

## From the December Board Meeting:

- **Intent: provide access to a small number of students that are below incoming class average board scores but that show “promise” in Math curriculum**
  - Typically students are economically disadvantaged
  - Focus on Central Florida
- **The program provides:**
  - Conditional admittance to the University in the Fall
  - Fall enrollment in three credit-bearing courses
- **Academic immersion:**
  - Academic coaching (Assigned Success Coach)
  - Tutoring
  - Campus engagement programming

## Outcomes from this pilot program

- **18 persisted (75%), compared to 95.6% in FTIC**
- **First semester GPA of continuing FTIC and First Year STEM Students approximately equal**

# Student Affairs continues to focus on growing the out-of-class experience

- **Co-Curricular Planning Council: Overall structure for Co-Curricular Activity**
  - Formalizes and recognizes activity that is “significant”
  - Co-Curricular Planning Council (CCPC) oversees activity and ties it to student learning outcomes.
  - The CCPC supports innovative, experiential, and integrated educational opportunities.
- **Co-Curricular Endorsements**
  - A Co-Curricular Endorsement (CCE) recognizes learning beyond the classroom.
  - CCEs
- **First Co-Curricular Endorsement: Leadership**
- **Overall, the Co-Curricular effort aligns with Performance Based Funding (BOT choice)**

# The BOT approved a Choice Metric in December 2019

- **Approved December 11, 2019 (Minutes)**
  - **Performance Based Funding: BOT Choice Metric**
  - **President Avent provided a review of the mechanics of performance-based funding (PBF). He also covered each of the current metrics and where Florida Poly falls within each of them, followed by several options for the trustees to consider for the BOT choice metric. President Avent's top choice is "percent of graduates with workforce experience." Committee consensus confirmed this recommendation.**

*Trustee Philip Dur made a motion to approve "percent of graduates with workforce experience" as the BOT Choice Metric for Performance Based Funding (PBF). Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.*



# Workforce Experience

- **External Internships**

- **Count of UG students who interned within industry**
  - *Source: SIS registered internships (internal and external) and Student Affairs Internship Database (evidence of external internship)*

- **Capstone Projects**

- **Count of UG students who completed an industry sponsored project**
  - *Source: SIS registered capstone course and Capstone Project Database (evidence of completed industry project)*

- **Undergraduate Research (build overtime)**

- **Count of UG students on an externally funded research grant**
  - *Source: Office of Sponsored Research – grant activity*

- **Certifications (build overtime)**

- **Count of UG students with co-curricular endorsement for skill certifications**
  - *Source: Co-Curricular Transcript*

# The BOT Choice Metric aligns with our mission to be “work force relevant”

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- **Metric– Percent UG with 2 or more Workforce Experiences**
- **Intent is to continue to support students to acquire more than just classroom and lab experience**
- **Metric can be adjusted over time to include more activities as appropriate**

# Four Year Graduation Rate Improvement Plan: **update on activity**

## Initiatives from last spring were:

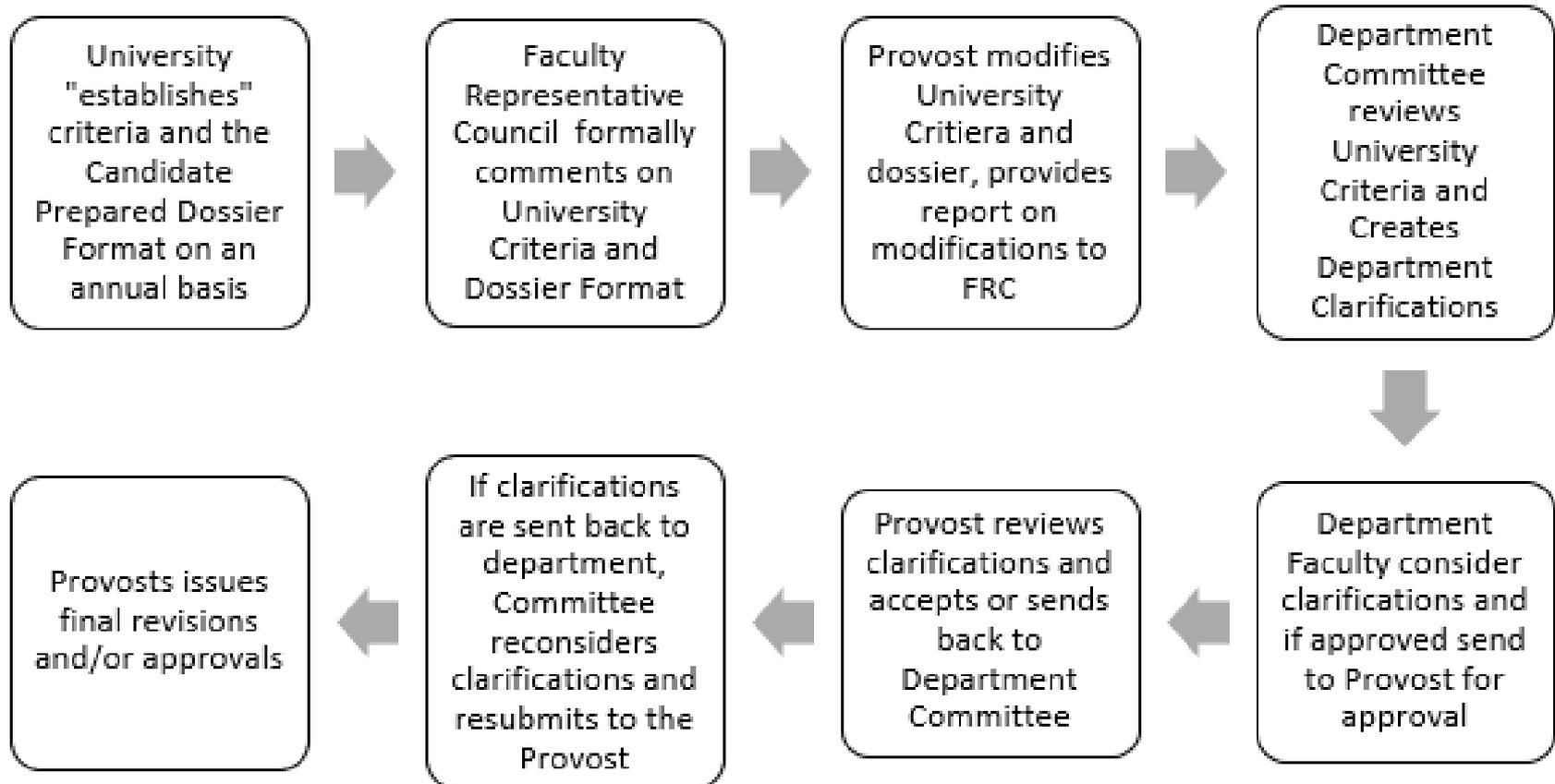
-  – **Admissions: a top to bottom reconsideration of our admission operation**
  - *Status: underway*
  - ***Continuing to manage new markets and uncertainty from Common APP***
  
-  – **Retention: a broad effort that aligns academic and student affairs touchpoints, policies, and activities to improve retention**
  - *Status: Underway*
  - ***Academic Improvement Plan: weekly check-ins for students on Academic Probation. 96% participants retained to Spring 2020***
  
-  – **Academics and Instructional Quality: a focused effort to improve instruction and outcomes on the campus**
  - *Status: Underway*
  - ***Expect online effort to provide broader improvement***

# Faculty Reappointment & Promotion

- **Consistent with the Collective Bargaining Agreement**
  - **Pre-2017 faculty members will be reviewed this Spring for consideration for reappointment to a second three-year term.**
  - **Two faculty members will be considered for promotion to Associate Professor,**
  - **Two faculty members that were hired after June 1, 2017 will be reviewed as part of the normal review process.**
- **Committees & Timeline**
  - **Review committees formalized by Feb 14th**
  - **Review will start in earnest on March 3 with recommendations to Provost's office in late spring**
  - **Process will be completed thereafter.**

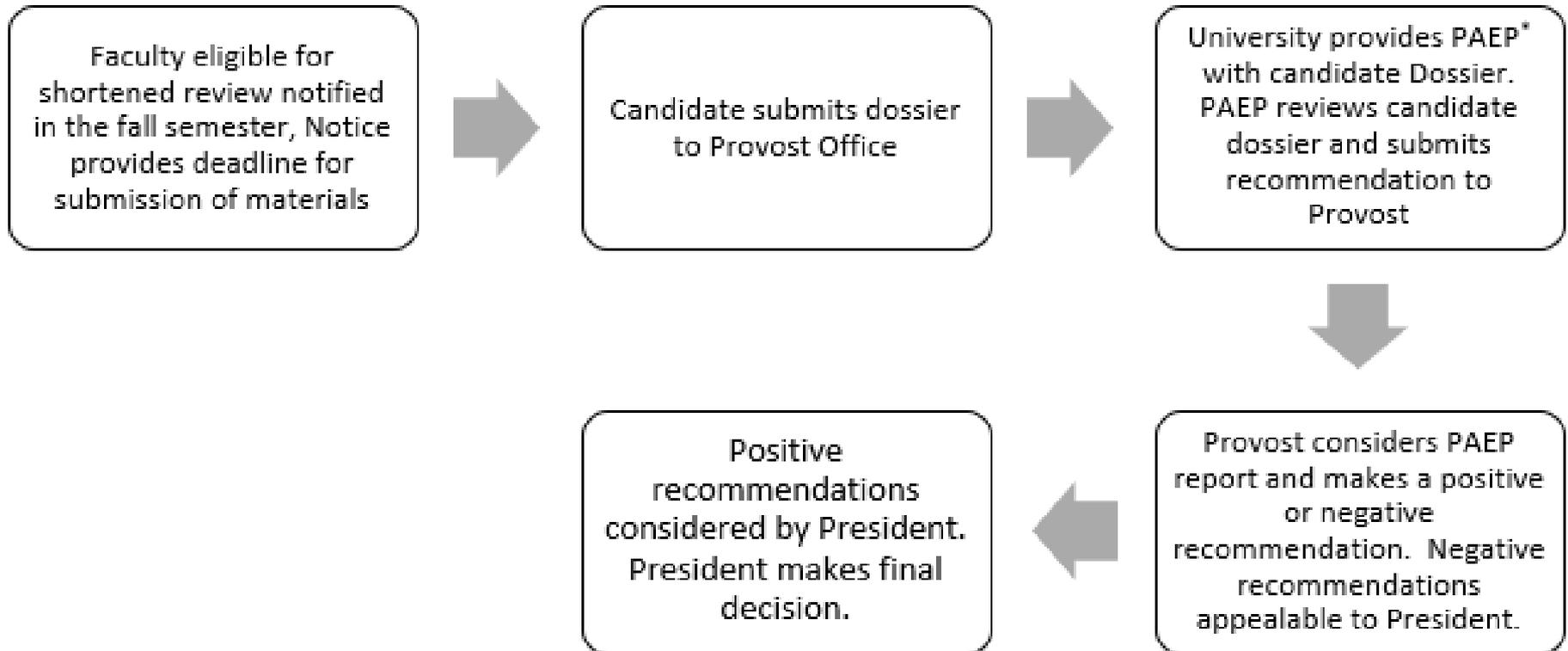
# Reappointment is based upon the University Criteria and the Departmental Clarifications

## Establishing University Criteria, Candidate Prepared Dossier Format, and Departmental Clarifications



# “Shortened Review” is used to determine if a faculty will receive a new three year contract

## The Shortened Review Process



- *PAEP – Program Area Evaluation Panel, composed of department members with higher rank than the candidate, minimum of three members, chaired by Division Director or Chair if no Director present, further clarification in section 6.8 (e).*

# Faculty Hiring Targets for the year: Interviews are starting

Dept	B.S. Degrees	M.S. Degrees (tracks)	Fall 2017	Fall 2018	Fall 2019	Fall 2020 Target - Total FTF	Current Status - Postings	Notes
Computer Science	Computer Science	Computer Science (CS, Robotics)	16	15	18	21	Positions for Chair, Open Rank, and Instructor	Build strength in core degree, recruit new chair
Data Science & Business Analytics	Data Science; Business Analytics	CS (Data Science); Engineering (Management)	6	9	9	10	Position for Asst. Prof.	Improve Data Science strength; add capacity due to FIPR loss
Electrical & Computer Engineering	Electrical Engineering; Computer Engineering	Engineering (CE, EE, Robotics)	11	11	14	14	None open--Stable	Grow program enrollment, broaden research
Mechanical Engineering	Mechanical Engineering; Environmental Engineering	Engineering (ME, Robotics)	10	10	12	17	Position for Open Rank (Env. Engr) & Rsch Director for FIPR; and position for Asst./Assoc. Prof Mechanical Engr.	Build environmental; add one/two mechanical to lower teaching load
Science, Arts, Mathematics Division								
Natural Sciences	Engineering Physics		8	7	7	10	Positions for Open Rank Physics--Astrophysics and Open Rank Biophysics;	Build program
Mathematics	Engineering Math		7	7	8	11	Positions for open rank Engr Mathematics and Bio-mathematics; position for Mathematics instructor	Build program
Arts & Humanities			5	6	6	6	None open--Stable	Stable
<b>TOTAL</b>			<b>63</b>	<b>65</b>	<b>74</b>	<b>89</b>		



# Accreditation Activity

- **SACSCOC Initial Accreditation (2017) 5-year term**
- **Florida Poly is in reaffirmation class of 2022**
- **Compliance Certification due Sept. 7, 2021**
  - **Includes special Quality Enhancement Plan: a project derived from the institutional planning and assessment process designed to positively impact student learning and/or student achievement.**
  - **Requires periodic input from and updates to the Board**
- **Site Visit in Feb/March 2022**
- **Activity in preparation for this is underway**
- **Note on ABET-EAC**
  - **Mechanical Engineering was approved with a report due this July specific to continuous improvement.**

*SACSCOC is Southern Association of Colleges and Schools Commission on Colleges*

*ABET is the Accreditation Board for Engineering and Technology*

*EAC is the Engineering Accreditation Commission*

# We continue to support diversity on campus with a range of activity

- **Campus Diversity**

- **Commitment to providing and maintaining a campus environment that maintains and fosters an inclusive and welcoming environment in which diversity is valued and opportunity equalized.**
- **Black History Month:**
  - *Student Affairs Black History Month Kickoff Celebration*
  - *NSBE*
  - *Buffalo Soldiers Florida reenactment (Campus Diversity Club led by Rick Maxey)*
- **International Day of Women and Girls in Science**
  - *THRIVE*
- **“The Female Experience”--Campus Focus Groups**
  - *Led by Dr. Nicoleta Hickman and Dr. Mary Vollaro*

# Continue Graduate Program Focus on Quality and Efficiency

## Curriculum

- **Robotics track re-launch**
  - Stronger interdisciplinary model (EE, CE, CS, ME)
  - Strong student attractor
- **Program structure**
  - Firmly established to emphasize quality, student flexibility, and management efficiency

## New Focus

- **Student Management Processes**
  - Recruiting, onboarding, and advising
  - Research flow from pre-proposal to thesis defense
  - Project process, where appropriate
  - Assistantship support and responsibilities

- *Degrees include thesis or project*
- *Each degree includes two common courses*
- *New Tracks configured to include two common courses and then four electives*
- *Engineering Management targeted at working professionals*

We currently have ~50 graduate students and will add ~5 students next semester

# Technology & Pedagogy: Distance Learning Steps

- **Summer Cohort Pilot Program**
  - **Pre-calculus**
  - **Calculus**
  - **Intro to Psychology**
- **Focused Strategic Effort on Key Graduate Tracks**
  - **Data Science track (MS Computer Science)**
  - **Engineering Management (MS Engineering)**
  - **Summer Training, Design, and Development**
    - *Fall, possible hybrid offering*
    - *Spring, possible online offering*
- **Reassess based on results of above activities**

# Key Messages for Today

- **Admissions and Financial Aid**
  - Continued positive indicators, lots of work for 2020
- **Student Affairs**
  - Ongoing effort on the “Poly Experience”
- **Four year graduation improvement plan**
  - Continuing
- **Degree Program Additions and Faculty Hiring Status**
  - Interviews Starting
- **Student and Faculty Diversity**
  - Ongoing activity in support of students
- **Graduate Programs**
  - Reformulated Robotics track
- **Technology and Pedagogy**
  - Moving Online Strategically

**Florida Polytechnic University  
Academic and Student Affairs Committee  
Board of Trustees**

**Subject: Regulation FPU-2.001 Admission to the University and Appeal Process- General**

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**Proposed Action**

Recommend approval of proposed amended Regulation FPU-2.001 Admission to the University and Appeal Process - General to the Board of Trustees.

**Background Information**

The proposed revisions clarify the admission process, criteria, and appeal process. Specifically, reference to the Graduate Admissions Committee is removed; the twelve-month time frame for accepting applications is removed as applications are accepted at any time; leadership potential, innovative and entrepreneurial spirit, and experience are added as factors that may be considered in the admission decisions; a provision is added that the University may rescind admission to the University if the final transcript is different than initial self-reported board scores, language proficiency scores, classes, and/or grades; clarifies that admission to specific pipeline or pathway programs does not guarantee admission to the University and its majors; and clarifies that the Admission Appeal Committee makes a recommendation to the chief enrollment officer who makes a final determination in consultation with the Provost.

Additionally, the proposed revisions add religion as a protected class that cannot be used in the admission process in accordance with revisions to Board of Governors regulation 6.001 General Admission and Section 1000.05(2), Florida Statutes.

The regulation was posted on the University's website on January 27, 2020.

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**Supporting Documentation:**

Proposed revised Regulation FPU-2.001 Admission to the University and Appeal Process - General

**Prepared by:** Ms. Melaine Schmiz, Assistant General Counsel

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### FPU-2.001 Admission to the University and Appeal Process- General.

- (1) **Authority.** Admission of students to Florida Polytechnic University (the “University”) is within the jurisdiction of the University but subject to the regulations of the Florida Board of Governors. Therefore, the University regulations on admissions must be read in conjunction with Chapter 6 of the Board of Governors regulations.
- (2) **Timeliness of Application.** The Office of Admissions accepts applications for admission to the University ~~as early as twelve months before the requested term of entry~~. Applicants must submit complete applications to the University before the published application deadline date for the term desired. The University reserves the right to return the application fee to an applicant when the application is received after the published deadline or after any enrollment limit is reached for the requested term of entry. The University also reserves the right to accept applications for admission after the deadline on a space-available basis.
- (3) **Office of Admissions.** The Office of Admissions evaluates undergraduate admission applications using a comprehensive review and determines whether to admit an applicant. The ~~Graduate Admissions Committee~~University evaluates graduate admission applications using a comprehensive review and determines whether to recommend to admit an applicant. The Office of Admissions communicates the decisions to the applicants. Admission to the University is granted to undergraduates for a specific term and to graduates for a specific term and to a specific academic program. An applicant whose major is undeclared at the time of application will be assigned “undecided” as his/her academic program choice. The University’s decision letter will include the specific term of entry and, if applicable, the academic program to which the applicant is admitted. The Office of Admissions will provide a written reason for denial of admission to an applicant upon the applicant’s written request.
- (4) **Prohibited Preferences.** The University is committed to equal educational opportunity and increasing student diversity; however, there shall not be any preferences in the admission process for applicants on the basis of race, color, national origin, disability, religion or sex.
- (5) **Factors for Admissions Decisions.** In making admissions decisions, the University must take into consideration the applicant's academic ability, but may also consider other factors such as the applicant’s creativity, leadership potential, innovative and entrepreneurial spirit, talent, experience, and character.
- (6) **Substitution or Modification in Admission Requirements Due to Disability.** An applicant who is a qualified individual with a disability as defined by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act and/or applicable Florida law may request a reasonable substitution or modification for any admission requirements due to the disability.

The University will provide reasonable substitution or modification for any requirement for admission into an undergraduate or graduate program of study provided the applicant provides documentation showing that the applicant's failure to meet the requirement is related to his/her disability and the admission of the applicant will not result in a fundamental alteration in the nature of the program of study.

In determining whether to grant a substitution or modification, the University will consider pertinent documents including, but not limited to, diagnostic evaluations completed by a medical doctor, licensed psychologist, or licensed school psychologist, vocational rehabilitation records, and school records maintained as a result of the exceptional child provisions of Public Law 94142. The State Board of Education has prescribed in Rule 6A-10.041, FAC, the definitions of disabilities to which this regulation applies, and each applicant will be afforded the opportunity to present evidence to support his or her disabilities, and an appeals process if the applicant is denied admission.

- (7) **Prior Conduct.** All applicants are ~~required-expected~~ to respond to ~~the-all~~ questions on the University's admissions application, and are subject to a conduct clearance prior to admission or enrollment. The University shall consider past actions of an applicant when such actions have been found to disrupt or interfere with the orderly conduct, processes, functions, or programs of any other school, university, college, or community college. Misconduct at a previous educational institution which must be disclosed by applicants includes behavioral misconduct (such as fighting) and academic misconduct (such as plagiarism or cheating on an exam) whether it occurred on or off campus. Misconduct does not include academic dismissal, suspension or probation that was due entirely to poor grades.

If determined to be in the best interest of the University, the University may deny admission or enrollment to an applicant because of the applicant's past misconduct on or off campus. Such decision can be made provided the denial is consistent with state and federal law.

- (8) **False or Incomplete Information.** If an application or residency affidavit submitted by or on behalf of an individual contains false, fraudulent or incomplete statements, the University may take disciplinary action against the individual. Such disciplinary action taken may include the ability to deny or revoke the individual's admission, suspend the individual's ability to register, invalidate the individual's college credit or degree, and/or dismiss the individual from the University.

An applicant is required to immediately notify the University's Office of Admissions should any information given on the applicant's application change prior to the applicant's registration at the University. The applicant also has a continuing duty to disclose misconduct and criminal conduct up to the time the applicant has registered for classes. Applicant's failure to provide such information may subject the applicant to disciplinary action as described in the paragraph immediately above.

- (9) **Medical Documentation.** Prior to registration, each applicant accepted for admission must submit appropriate medical documentation to include, but not be limited to, documentation of appropriate immunization required by the University. The following immunizations are required:
- (a) Tetanus Toxoid- evidence of the completion of an initial series consisting of three spaced injections within ten years or evidence of an appropriate booster after a completed initial series within ten years;
  - (b) Tuberculin skin test or chest x-ray within one year- tuberculin skin test is preferred over the x-ray. However, all persons with a positive skin test must have a chest x-ray.
  - (c) Meningococcal Meningitis and Hepatitis B- pursuant to Board of Governors regulation 6.0007, all students must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or provide a signed waiver for each declined vaccination. All students 18 years of age or older who choose not to be vaccinated against either meningococcal meningitis or hepatitis B must sign a statement that they have been made aware of the potential fatal nature of the diseases and choose not to be vaccinated. All minor students must provide signed parental consent to opt out of vaccination from either of these diseases.

Exceptions may be granted pursuant to University policies. The University reserves the right to refuse registration to any applicant whose health record or report of medical examination indicates the existence of a condition which may be harmful to members of the University community.

- (10) **High School Transcript.** Applicants still enrolled in high school at the time of the application should submit a high school transcript showing at least six semesters of course work. A final, [official](#) high school transcript showing the graduation date must be submitted as soon as issued to confirm the applicant's eligibility to enroll. The University reserves the right to rescind an applicant's or student's admission to the University if his or her final transcript demonstrates that he or she no longer meets the standards for admission, [or is different than initial self-reported board scores, language proficiency scores, classes, and/or grades.](#)
- (11) **Documentation Submitted.** The applicant must ensure that all official test scores and other credentials are received by the University directly from the issuing institution or agency. Official transcripts (~~containing a seal~~) can be submitted to the Admissions Office from the issuing [school or](#) agency directly or from the student electronically, by U.S. mail, or hand delivered. Standardized test scores (SAT, ACT, TOEFL, CPT and PERT) may be considered to be official if they are recorded on an official high school transcript; however, the University reserves the right to request validation of such scores prior to making an admission decision. All credentials and documents submitted during the admission and enrollment process become the property of Florida Polytechnic University upon receipt and will not be returned to the applicant or forwarded to another institution, agency or person.

(12) **Admission to Specific Programs.** Admission to the University does not guarantee admission to programs designated as limited access programs or other programs that have application criteria beyond the minimum criteria for admission to the University. Program descriptions provide additional admission requirements and application deadlines.

Admission to specific pipeline or pathway programs does not guarantee admission to the University and its majors.

(13) **Appeal of Admissions Decision.**

- (a) An applicant who is denied admission to the University may, within ten (10) days of the date of the written notification of denial of admission, appeal the decision to the Admissions Appeals Committee by sending a written appeal and supporting documentation to the Office of Admissions.
- (b) An applicant admitted to the University but denied admission to a limited access program may also appeal the denied admission to the specific program appeals committee by sending a written appeal and supporting documentation to the Office of Admissions.
- (c) The applicant's supporting documentation may include reasons why reconsideration is warranted and should highlight extenuating circumstances and/or appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates the applicant's potential for success at Florida Polytechnic University.
- (d) The committee will meet ~~approximately every four weeks~~, as necessary, to consider appeals. The committee will review the appeal and, make ~~a~~ a recommendation to the chief enrollment officer. The chief enrollment officer makes a final decision in consultation with the Provost. ~~decision, and~~ The Office of Admissions sends a written notice of the decision to the applicant within 10 days of the decision.

(14) **Notice of Admissions Policies and Procedures.** The University policies and procedures concerning admissions, including the decision notification process and the appeal process, and any increases, changes or revisions in standards of admissions shall be posted on the University's website, as well as in the appropriate catalogs.

*Authority: FBOG regulations 1.001, 6.001, 6.002, 6.003, 6.004. 6.009*

*History–New: 10.21.13, Amended: 4.5.17, \_\_\_\_\_*