ADMISSIONS POLICY

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1. PURPOSE

This policy establishes the criteria, procedures, and responsibilities governing the admission process to the academic programs offered by Continental Florida University (CFU). CFU ensures a fair, ethical, and transparent admission process aligned with its institutional mission, promoting access to quality virtual education for adult Spanish-speaking students.

2. SCOPE

This policy applies to all applicants to CFU's undergraduate and graduate programs and to the units involved in the admission process. It includes guidelines for verifying applicant information, ensuring compliance with institutional, state, and accrediting body requirements, and maintaining transparency and fairness for all prospective students.

3. REGULATORY FRAMEWORK

The following external and internal regulations ensure quality assurance during the execution of the process:

- Chapter 6E, Florida Administrative Code (Commission for Independent Education rules).
- Regulation on Diversity, Equity, and Inclusion (SB 266 - Restriction on Higher Education).
- Student Code of Conduct (Florida Statutes 1006.60 for higher education).
- Florida Statutes - Student and Parental Rights (Section 1002.20).
- Family Educational Rights and Privacy Act (FERPA).
- Americans with Disabilities Act (ADA).
- CFU General Study Regulations.

4. DEFINITIONS AND TERMS

- Academic authorities: Authorities that officially represent the academic units, make strategic decisions, and oversee educational policies.
- Academic units: Organizational structures within an educational institution that are organized around one or more fields of knowledge, related disciplines, or interdisciplinary subjects. Their members are usually primarily faculty, and they are governed by a development plan and institutional regulations.
- Commitment Letter: Sworn letter signed by an applicant whose documentation is incomplete at the time of admission, committing to submit the pending documents before completing 12 credits.
- Developmental courses: Zero-credit courses that prepare students for college-level coursework, required when an applicant does not meet the minimum placement scores.
- Enrollment Agreement: Contract signed digitally by the admitted student that formalizes enrollment in the program.
- Levels: The organized and progressive stages that a person goes through during their academic training. CFU offers undergraduate and graduate levels.
- PET (Talent Assessment Exam): Online placement exam that assesses applicants' competencies in Mathematics, English, and Spanish.

5. GENERAL POLICY AND GUIDELINES

5.1. General Policy Statement

Continental Florida University (CFU) reaffirms its commitment to an equitable and transparent admission process that supports its institutional mission of expanding access to high-quality virtual higher education for adult Spanish-speaking students. The University ensures that all applicants are evaluated based on established academic and ethical standards, without discrimination of any kind, and in compliance with applicable legal and accrediting requirements.

5.2. Undergraduate Admission Requirements

The application process is conducted virtually and includes:

- **Application for Admission and Scholarship:** Submission of the official form via the HubSpot platform.
- **Official Identification:** A copy of a government-issued identification document.
- **Academic Records:** A copy of the high school diploma or equivalent, duly apostilled.
- **Official Translation:** If documents are in a language other than English, a certified English translation is required.
- **Commitment Letter:** In cases where documentation is incomplete at the time of admission, applicants must sign a sworn Commitment Letter to submit the pending documents before completing 12 credits.
- **Enrollment Agreement:** Digital signature of the Enrollment Agreement and initial tuition payment.

5.3. Transfer from Another Institution of Higher Education

Applicants who have previously studied at another higher education institution may request the transfer of up to 50% of the credits required by the program.

- Only credits with a grade equivalent to C- or higher may be considered.
- Acceptance of transfer credits is at the sole discretion of CFU.

Required documents include:

- Official transcripts showing courses taken, credits, and grades.
- Official syllabi for each course for which transfer is requested, verified by the originating institution.
- Certified English translations, if documents are issued in a language other than English.
- Commitment Letter, in cases where documentation is incomplete at the time of admission, to submit the pending documents before completing 12 credits.

5.4. Undergraduate Admission and Evaluation Procedure

- **Application submission:** Applicants complete the admission and scholarship application form and upload the required documents through the online platform.
- **Verification:** Admissions staff review and verify the completeness and authenticity of documents. Applicants submitting false or fraudulent documentation will be disqualified. CFU reserves the right to verify information at any time.
- **PET (Talent Assessment Exam):** Online exam to assess competencies in key areas.
- **Developmental courses:** Applicants not meeting the minimum scores are required to enroll in zero-credit developmental courses at a cost equivalent to that of a three-credit course.
- **Admissions Committee evaluation:** Comprehensive review of the applicant's file for acceptance or denial.
- **Official notification:** The decision is communicated via institutional email.
- **Enrollment Agreement:** Electronic signature of the Enrollment Agreement and tuition payment.
- **Orientation:** Participation in virtual orientation workshops prior to the start of classes.

5.5. Document Authentication and Academic Integrity

The Office of Admissions verifies the authenticity of all required documents. Submission of falsified or altered documentation results in the immediate cancellation of the admission process and the termination of the contractual relationship, without issuance of academic records or credentials.

5.6. Competency Assessments (PET)

Applicants must complete placement exams in Mathematics, English, and Spanish (for non-native speakers).

5.6.1. Mathematics Placement Rules

- **Business Administration, Marketing, Psychology, and Associate in Arts in Business:** A PET Math score below 65% requires enrollment in MAT 100 Pre-College Mathematics before taking college-level mathematics.
- **Industrial Engineering, Construction Management, Data Science, Computer Science, and Associate in Science in Engineering:** A PET Math score below 75% requires enrollment in MAT 100 Pre-College Mathematics.

5.6.2. Spanish Placement Rules

- Applicants who completed high school or postsecondary education fully in Spanish may proceed without the PET Spanish.
- All other applicants must take the PET Spanish; scores below 65% require enrollment in SPA 100 Pre-College Spanish Communications.

5.6.3. English Placement Rules

PET English Score	Placement
Below 15%	ENG 070 Remedial English
15% to below 30%	ENG 080 ESL Level I
30% to below 45%	ENG 090 ESL Level II
45% to below 60%	ENG 100 ESL Level III
60% or higher	Eligible for ENG 101 College English

5.6.4. General Considerations

- Completion of developmental courses prepares students for college-level coursework.
- PET scores are final.

5.6.5. PET Exemptions

Applicants may present official third-party test scores, which are recognized as follows:

Third-Party Test Score	PET Equivalent
SAT Math ≥ 520	PET Math 75%
SAT Math 450–519	PET Math 65%
SAT EBRW ≥ 520, TOEFL ≥ 79, or IELTS ≥ 6.5	PET English 60%
SAT EBRW 450–519, TOEFL 60–78, or IELTS 6.0–6.4	PET English 45%
TOEFL 35–59 or IELTS 5.0–5.9	PET English 30%

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Third-Party Test Score	PET Equivalent
TOEFL ≤ 34 or IELTS < 5.0	PET English 15%
Third-party Spanish exams	Evaluated by the Academic Director

5.7. Graduate Admission Process

5.7.1. Admission Pathways

Applicants may qualify for graduate admission through the following pathways:

- Graduates of recognized higher education institutions with a bachelor's degree or equivalent.
- Degree holders from authorized universities.
- Transfer students from another institution of higher education.

5.7.2. Admission Requirements

All graduate applicants must submit:

- Admission application.
- Copy of a government-issued ID.
- Copy of the bachelor's diploma or equivalent degree.
- Copy of the official transcripts detailing courses and grades.

5.7.3. Transfer of Credits

Graduate applicants may request the transfer of up to 50% of program credits.

- Only courses with a grade equivalent to B or higher are eligible.
- Acceptance of transfer credits is at the discretion of CFU.

Required documents:

- Official transcripts with courses and grades.
- Syllabi for the courses requested for transfer.
- Certified English translations, if documents are in another language.

5.7.4. Preparatory Courses

Applicants to the M.S. in Cybersecurity and the M.S. in Data Science without a science or engineering background must enroll in CSC 500 Programming Techniques or demonstrate competency through documentation or placement exams. CSC 500 is a zero-credit course with a cost equivalent to that of a three-credit course.

5.7.5. Document Authentication and Academic Integrity

The Office of Admissions verifies the authenticity of all documentation. Falsified or altered records result in the termination of the admission process and the cancellation of contractual relationships.

5.8. Transfer Policies

- **Incoming students:** Up to 50% transfer allowed (C or higher for undergraduate credits; B or higher for graduate credits).
- **Outgoing students:** The transferability of CFU credits to other institutions is at the discretion of the receiving institution. Students must confirm the acceptance of CFU credits independently.
- **Internal transfers:** Students changing programs within CFU must notify Student Services in writing. Academic records are reviewed to determine transferable credits, and program duration and tuition are adjusted accordingly. A new Enrollment Agreement is signed to reflect the changes.

5.9. Orientation and Surveys

Prior to the start of classes, students must:

- Activate their institutional email.
- Participate in orientation sessions covering online classrooms, the library, and support services.
- Complete student satisfaction surveys to support CFU's continuous improvement.

5.10. Publication

- This policy is published in the Academic Catalog, on the official website, and in other institutional materials.
- Any modifications are communicated with at least 30 days' prior notice.

6. APPENDIX

Code	Appendix	Validity
POL01.CP01-DOC01	Catalog CFU 2024	1 year

Most documentation is stored in digital formats in order to support environmental care.

7. VERSION CONTROL

N°	Requested by	Changes Control
1.0	Executive Director	Initial document

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