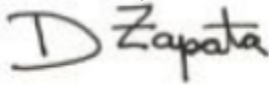
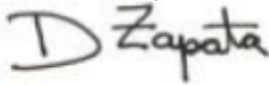


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# ADMISSIONS POLICY

Prepared by:	Reviewed by:	Approved by::
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Date. 18/09/2025	Date. 20/09/2025	Date. 20/09/2025

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## 1. PURPOSE

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

## 2. SCOPE

This policy applies to all undergraduate and graduate applicants and students whose admission, transfer evaluation, onboarding, and related records are processed by CFU. It includes guidelines for verifying student information, ensuring compliance with institutional, state, and accrediting body requirements, and maintaining transparency and fairness for all prospective students.

## 3. DEFINITIONS AND TERMS

Academic units are organizational structures within an educational institution that are centered on one or more fields of knowledge, related disciplines, or interdisciplinary subjects. Their members are primarily faculty and academic staff and are governed by institutional regulations and development plans.

Academic authorities are the officials who represent the academic units, make strategic academic decisions, and oversee educational policies.

Levels are the organized and progressive stages of academic training. At CFU, these include undergraduate and graduate levels.

## 4. REGULATORY DOCUMENTS

The following external and internal documents support quality assurance and compliance in the admissions process:

- 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).
- Privacy and Data Protection Policy (FERPA).
- Accessibility Regulations (ADA – Americans with Disabilities Act).
- CFU Academic Regulations.

## **5. GENERAL POLICY AND GUIDELINES**

### **5.1 General Policy Statement**

CFU reaffirms its commitment to an equitable and transparent admissions 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**

Unless otherwise specified, the following requirements apply to undergraduate applicants. The application process is conducted virtually and includes:

- Application for admission and, when applicable, scholarship consideration, submitted through the HubSpot platform.
- A copy of a government-issued identification document.
- A copy of the high school diploma or equivalent credential, duly apostilled when applicable.
- English translations if documents are issued in a language other than English.
- A sworn Commitment Letter when required documentation is incomplete at the time of admission; pending documents must be submitted before the student completes 12 credits.
- A digitally signed Enrollment Agreement and initial tuition payment.

All undergraduate admissions decisions are based on review of the required documentation and are documented in the applicant's admissions file in accordance with institutional procedures.

### **5.3 Undergraduate Transfer from Another Institution of Higher Education**

Applicants who have previously studied at another higher education institution may request transfer of up to 50% of the credits required by the undergraduate 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 credit is requested, verified by the originating institution.
- English translations if documents are issued in a language other than English.
- A sworn Commitment Letter when required documentation is incomplete at the time of admission; pending documents must be submitted before the student completes 12 credits.

#### **5.4 Undergraduate Admission and Evaluation Procedure**

1. Application Submission: Applicants complete the admission and scholarship application form and upload the required documents through the online platform.
2. Verification: Admissions staff review and verify the completeness and authenticity of the submitted documents. Applicants who submit false or fraudulent documentation will be disqualified. CFU reserves the right to verify information at any time.
3. PET (Talent Assessment Exam): Applicants complete the online assessment used to evaluate competencies in key areas.
4. Developmental Courses: Applicants who do not meet minimum placement scores are required to enroll in zero-credit developmental courses offered at the cost equivalent of a three-credit course.
5. Admissions Committee Evaluation: The Admissions Committee or designated admissions personnel conduct a documented review of the applicant's file, including academic records, placement results, and any developmental course requirements, to determine admission, denial, or admission with academic conditions.
6. Official Notification: The admissions decision is communicated through the applicant's institutional or designated email address.
7. Enrollment Agreement: Admitted applicants complete the electronic Enrollment Agreement and initial tuition payment.
8. Orientation: Admitted students participate 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 immediate cancellation of the admissions process and termination of the contractual relationship, without issuance of academic records or credentials.

#### **5.6 Competency Assessments (PET)**

Undergraduate applicants must complete placement assessments in Mathematics, English, and Spanish (for non-native Spanish speakers), unless exempted through approved third-party test scores or prior academic background, as applicable.

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 math.

- 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.

Spanish placement rules:

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

English placement rules:

- Below 15%: ENG 070 Remedial English.
- Below 30%: ENG 080 ESL Level I.
- Below 45%: ENG 090 ESL Level II.
- Below 60%: ENG 100 ESL Level III.
- 60% or higher: Eligible for ENG 101 College English.

General considerations:

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

PET exemptions: Applicants may present official third-party test scores as follows:

- Math: SAT Math  $\geq 520$  = PET Math 75%; SAT Math 450–519 = PET Math 65%.
- English: SAT EBRW  $\geq 520$ , TOEFL  $\geq 79$ , or IELTS  $\geq 6.5$  = PET English 60%.
- English: SAT EBRW 450–519, TOEFL 60–78, or IELTS 6.0–6.4 = PET English 45%.
- English: TOEFL 35–59 or IELTS 5.0–5.9 = PET English 30%; TOEFL  $\leq 34$  or IELTS  $\leq 5.0$  = PET English 15%.
- Spanish: Third-party examinations are evaluated by the Academic Director.

## **6. GRADUATE ADMISSION PROCESS**

### **6.1 Admission Eligibility**

Applicants for graduate admission must possess a bachelor's degree earned from an appropriately accredited institution, or a recognized equivalent as applicable. Applicants seeking transfer of graduate-level credits must also meet CFU's transfer credit requirements.

### **6.2 Admission Requirements**

All graduate applicants must submit:

- A completed admission application.
- A copy of a government-issued identification document.
- A copy of the bachelor's degree diploma or equivalent credential.
- Official transcripts showing courses completed and grades earned.
- English translations if documents are issued in a language other than English.

### **6.3 Graduate Admission Evaluation and Documentation**

CFU conducts a documented review of each graduate applicant's official academic credentials, including the bachelor's degree diploma and official transcripts. Graduate admissions decisions are based on review of the applicant's prior academic performance, academic preparation relevant to the intended program of study, and readiness for graduate-level work.

CFU does not apply a single universal minimum GPA or require standardized entrance examinations for all graduate programs. Instead, the University uses a holistic review process to determine whether the applicant possesses the academic background and preparation necessary for success in the specific graduate program.

When the review identifies academic deficiencies, insufficient background, or the need for additional preparation for a particular program, CFU may require diagnostic assessment, preparatory coursework, or other admission conditions prior to or at the beginning of enrollment. Any such requirements are communicated to the applicant and documented in the student's admissions file.

The basis for each graduate admissions decision is documented in the applicant's file and includes, as applicable, the diploma, official transcripts, the institutional review conducted by the Admissions Committee or designated admissions personnel, and any conditions associated with admission.

### **6.4 Transfer of Credits**

Graduate applicants may request 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 include:

- Official transcripts showing completed courses, credits, and grades.
- Official syllabi for courses proposed for transfer credit.
- English translations if documents are issued in a language other than English.

### **6.5 Preparatory Coursework**

Applicants to the M.S. in Cybersecurity and M.S. in Data Science who do not demonstrate sufficient academic background in science, engineering, or related fields may be required to

complete CSC 500 Programming Techniques or satisfy an equivalent institutional requirement through documented preparation or diagnostic assessment.

CSC 500 is a zero-credit preparatory course offered at a cost equivalent to a three-credit course.

### **6.6 Document Authentication and Academic Integrity**

The Office of Admissions verifies the authenticity of all documentation submitted as part of the graduate admissions process. Submission of falsified or altered academic records or identity documents results in denial or cancellation of admission and termination of any contractual relationship with the institution.

## **7. TRANSFER POLICIES**

- Incoming students: Up to 50% transfer is allowed, subject to a minimum grade of C or higher for undergraduate credits and B or higher for graduate credits.
- Outgoing students: Transferability of CFU credits to other institutions is determined solely by the receiving institution. Students are responsible for confirming 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 executed to reflect approved changes.

## **8. ORIENTATION AND SURVEYS**

Prior to the start of classes, students must:

- Activate their institutional email account.
- Participate in orientation sessions covering the online classroom environment, library resources, and student support services.
- Complete student satisfaction surveys that support CFU's continuous improvement processes.

## **9. PUBLICATION**

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

## **10. VERSION CONTROL**

Version No.	Requested by	Description of Change
1.0	Executive Director	Initial Documentation