



Specialized Admissions Guidance

*In accordance with Board of Governors Regulation 8.013
(pending final approval on June 30, 2022)
Updated May 27, 2022*

Specialized Admissions

Specialized admissions status allows an institution to establish additional admission criteria for entry into undergraduate degree programs. These criteria would be in addition to the criteria needed for admittance to the institution. For an undergraduate degree program to have this status, the institution must first seek approval from its university board of trustees and then submit a request to the Board of Governors. Board Regulation 8.013, Specialized Admissions, authorizes the Board to approve specialized admissions status for undergraduate degree programs and outlines the monitoring process for these programs.

Criteria for Seeking Specialized Admissions

An institution may seek specialized admission status for an undergraduate program if the program meets the criteria outlined in the regulation. Table 1 outlines three different criteria under which specialized admissions status may be granted.

Table 1: Specialized Admissions Criteria

Criteria	Description	Duration of Approval
Limited Resources	Student demand for the undergraduate program exceeds the program’s available resources. Examples include limited instructional space, equipment, clinical facilities, or other resource limitations.	4 years
Minimal Skills or Talents	The undergraduate program requires that students demonstrate through an audition or submission of a portfolio that they possess the minimum skills or talents to benefit from instruction in the program.	5 years
Accrediting Body Requirements	A national, state, regional, or programmatic accrediting body imposes requirements for the undergraduate program that may impose restraints on resources or require minimal skills.	4 years for limited resources 5 years for minimal skills

If approved, the undergraduate degree program's specialized admissions status will begin on the effective academic year requested and remain in effect for the time allotted according to Table 1 unless the institution removes the status before expiration. An institution may reapply for specialized admissions by submitting a reaffirmation application through the Academic Review Tracking System (ARTS). If an institution does not reapply for specialized admissions before the status expires, the status will be removed at the end of the time allotted, according to Table 1.

There are two situations where additional admissions criteria may be applied to undergraduate degree programs without having specialized admissions status. The first situation is when an undergraduate degree program requires a minimum grade performance on specific prerequisite courses. To do so, the institution must submit the request to the [Articulation Coordinating Committee](#) for approval. Additional information on this process can be found in Board of Governors Regulation, 8.010, Common Prerequisites. The second situation is when Florida Statutes require specific admissions requirements. For example, section 1004.04, Florida Statutes, regulates undergraduate teacher education programs and requires that a prospective student have at least a 2.5 grade point average to be admitted to the program. An institution may implement these requirements to comply with Florida law without seeking specialized admissions status.

How To Apply for Specialized Admissions Status

To apply for initial approval of specialized admissions status, an institution will need to fill out the application form available on the ARTS application. Once approved by the university board of trustees, the institution will submit the form to the Board office via the ARTS application. To avoid delays, the institution should submit the application, once it has been approved by the institution's board of trustees, to the ARTS application at least eight weeks before the next Board of Governors' regular meeting. Submitting an application in a timely manner does not guarantee that the request will be considered at the next Board meeting.

If an institution is reapplying for specialized admissions status for an undergraduate degree program that has already received initial approval, the institution may submit the reaffirmation application available on the ARTS application. These forms should also be approved by the institution's board of trustees and should be submitted to the ARTS application at least eight weeks before the next Board of Governors' regular meeting. Submitting a reaffirmation application in a timely manner does not guarantee that the request will be considered at the next Board meeting.

Considerations for Developing Admissions Criteria

If approved for specialized admissions status, institutions should establish and regularly review admission criteria to make sure equitable access is provided to qualified

students. Table 2 summarizes equitable access requirements outlined in Board of Governors Regulation 8.013, Specialized Admissions.

Undergraduate program admissions criteria must be publicized so that prospective students are aware of the requirements. This includes publishing admissions criteria in university catalogs, public-facing websites, non-public websites, and/or in applications for the undergraduate program.

While admissions criteria may vary from one academic year to the next, changes must be reasonable and made in a timely fashion, allowing prospective students time to meet the new admission requirements. If a prospective student is denied admission into the undergraduate degree program, the institution must advise the student of the availability of similar undergraduate degree programs at other System institutions.

Table 2: Equitable Access Requirements

Requirements	Description
Select appropriate admissions criteria	Establish admissions criteria that focus on academic ability, creativity, or talent that will increase the likelihood of student success
Ensure programs are non-discriminatory	Ensure admissions policies do not discriminate against students based on race, color, national origin, disability, religion, sex, or socioeconomic status
Provide equitable access to Florida College System Associate of Arts students	<p>Ensure admissions criteria do not disadvantage qualified Associate of Arts graduates from Florida public universities</p> <p>Prioritize these students for admission to programs over out-of-state and transfer students from private universities</p>

Specialized Admissions Monitoring and Reporting

Institutions must submit a report on all specialized admissions programs to the Board of Governors' office by October 1 of each year. To collect this information, the Board office will provide a template and a request through the Data Request System. The annual report will include, at minimum, the following information for each program.

- Minimum admission standards for each approved undergraduate degree program
- Documentation supporting why the undergraduate degree program should remain as specialized admissions for the next academic year
- Documentation to support the university's compliance with the equitable access provision
- Any other documentation to support compliance with the regulation as requested by the Chancellor or his designee

Frequently Asked Questions

Phasing out of Limited Access Status

- **When will current limited access approvals expire?**

If an institution applies for specialized admissions status for a program and does not receive Board of Governors' approval, the program's limited access status will expire at the end of the 2023-24 Academic Year. The additional year allows for an institution to make necessary adjustments.

If an institution does not apply for specialized admissions status for a program with existing limited access approval, the status will expire at the end of the 2022-23 Academic Year. Alternatively, an institution may submit a request to remove limited access status for programs to the Board office via the ARTS application if the institution does not intend to seek specialized admissions status.

- **When can institutions begin applying for specialized admissions status?**

If the Board approves the amendment to the regulation at the June 2022 Board of Governors meeting, new forms will be distributed, and then institutions may start submitting specialized admissions applications through the ARTS application.

- **What is the deadline for turning in specialized admissions applications for undergraduate programs with current limited access status?**

All institutions should submit applications for initial approval through the ARTS application no later than October 1, 2022. All applications must have been approved by the institution's board of trustees. Undergraduate degree programs with complete paperwork that meet the new requirements will go to one of the following Board of Governors meetings depending on the quality of applications, volume, as well as staff and committee workload: November 2022, January 2023, and March 2023. If an institution does not submit paperwork for an undergraduate program that was previously limited access or the paperwork is incomplete, limited access status will expire by the end of the 2022-23 Academic Year.

Annual Report

- **When are institutions required to submit the first annual report to the Board office?**

Institutions will continue to submit an annual report that will be due on October 1 of each year. The 2022-23 Academic Year's report will focus on undergraduate degree programs that have been approved for limited access status. The 2023-24 Academic Year's report will focus on programs that have been approved for specialized admissions status as well as programs that have not been approved but are within the one-year phase-out period for limited access. Starting with the 2023-24 Academic Year and thereafter, the annual report will focus on undergraduate degree programs that have been approved for specialized admissions status.

Application Questions

- **When is the deadline for submitting an initial application for approval of specialized admissions status?**

For institutions with current limited access status and will be seeking specialized admissions status for the 2023-24 Academic Year, applications are due no later than October 1, 2022. For institutions seeking specialized admissions status for the 2024-25 Academic Year and thereafter, applications may be submitted at any time after the new application forms are made available. However, Board staff will prioritize the processing of applications for current limited access status programs seeking specialized admissions status.

If submitting a new undergraduate degree proposal to the Board office, an institution may complete a specialized admissions application and include it with the new program proposal application. If the undergraduate degree program is an existing undergraduate degree program, the institution can submit the application for the undergraduate degree program through the ARTS application. Submitting an application in a timely manner does not guarantee that the request will be considered at the next Board meeting. Consideration for approval of specialized admission applications will depend on the quality of applications, volume, as well as staff and committee workload.

All requests for specialized admissions status must be approved by the Board of Governors. Institutions should submit applications for specialized admissions at least eight weeks before a Board of Governors' regular meeting to be considered for approval at the next Board meeting. Submitting an application in a timely manner does not guarantee that the request will be considered at the next Board meeting. Consideration for approval of specialized admission applications will depend on the quality of applications, volume, as well as staff and committee workload.

- **When is the deadline for submitting a reaffirmation application for approval of an existing specialized admissions program?**

Although institutions may submit a reaffirmation application at any time prior to the status's expiration, reaffirmation applications must be submitted at least eight weeks before a Board of Governors' regular meeting to be considered for approval at the next Board meeting. Submitting an application in a timely manner does not guarantee that the request will be considered at the next Board meeting. Consideration for approval of specialized admission applications will depend on the quality of applications, volume, as well as staff and committee workload.

- **What happens when a specialized admissions status lapses, and how can institutions remedy this?**

If an undergraduate program's specialized admissions status lapses, a new initial approval application must be submitted. However, approval will not be retroactively granted. For example, if an undergraduate program's status expires at the end of the 2026-27 Academic Year and the institution does not reapply for reaffirmation until spring 2028, the status will be effective for the 2028-29 Academic Year or later.

- **Which application should an institution use for status renewal after receiving initial approval for specialized admissions status?**

Once an institution has received initial specialized admissions approval, the institution will use the reaffirmation application when seeking to renew the status.