

ADMISSIONS & FINANCIAL AID

Admissions

Admissions Information

In accordance with Manual of Procedure 4000 – Admission Criteria and Guidelines <https://www.mdc.edu/procedures/Chapter4/4000.pdf> and section 1007.263 Florida Statutes, the following requirements have been established for college credit and vocational credit admission to Miami Dade College (MDC).

Apply and get admitted by completing the MDC admission application (<http://www.mdc.edu/admissions/>) and paying the \$30 non-refundable application fee. Returning students do not pay the application fee. High school graduates who attended as dual enrollment students need to complete a new application. Get additional details if you're a veteran or international student. Make sure to select a major from our Academic Programs. Your admission to the college remains incomplete until all required official transcripts are submitted.

A. College Readiness and Developmental Education

MDC annually reviews and publishes the Placement Criteria document, which adheres to section 1008.30, Florida Statutes, on common placement testing for public postsecondary education. The Placement Criteria document details all placement testing and related requirements for first time in college, degree seeking students.

B. Admission Application Fees and Waivers

1. Student is a U.S. Veteran or active-duty military.
2. Student or family is receiving public assistance.
3. Student is living in federally subsidized public housing or experiencing homelessness.
4. Student is a ward of the state, an orphan, or is in foster care.
5. Student is an MDC Employee or Retiree.

C: Admissions to College Credit Programs for the Associate in Arts, Associate in Science, and College Credit Certificate programs with special admission requirements shall include (some programs have additional admission requirements):

1. Students with a standard high school diploma from any public high school in the United States or territories, per 1007.263, Florida Statutes.
2. Students who are at least 16 years of age and are demonstrating qualification to obtain a higher edu-

cation per Federal Student Aid eligibility requirements by:

- a. Passing an approved ability-to-benefit test, or
 - b. Completing six credit hours toward a degree or certificate.
3. Students with a Florida public high school withdrawal (completion) code eligible for college credit admission, as defined by the Florida Department of Education.
 4. Students from non-public high schools in the United States and its territories that do not require validation, as noted in Section D.
 5. Students awarded a Department of Education high school equivalent (GED) diploma in the United States and its territories, the High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), or California High School Proficiency Exam.
 6. Home-schooled students with a signed affidavit from their parent or legal guardian attesting that they completed a Florida home education program pursuant to 1002.41, Florida Statutes.
 7. Students with the foreign equivalency of a United States high school diploma that meets the admission requirements to a recognized institution of higher education in their home country with original documentation that shows all the requisite seals and apostilles. The College reserves the right to require a certified official English translation if the language used in the documents is not English. Students who do not have the requisite seals and apostilles on the original foreign high school documentation may opt to obtain an official evaluation of their credentials from a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) member organization. Students must present this official evaluation to their campus Admissions and Registration Office. MDC reserves the right to require NACES evaluations for any transcripts in which we are unable to verify the authenticity or legitimacy of the documents provided.
 8. Provide all of the following supplementary admission documents to the International Students Office in order to receive an I-20 Certificate of

Eligibility, which is needed to apply for the F 1 student visa prior to the beginning of the term for in which the students seek admission:

1. Copy of valid passport
2. Statement of financial resources available to sup-

port their educational expenses

3. Certificate of health and accident insurance, prior to enrollment.

D. Cases that Require Additional Validation

Additional validation is mandatory for applicants whose diploma does not meet the criteria above, and in cases where MDC has reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

In compliance with 34 CFR 668.16 (p), reasons that the high school diploma may not be accepted or may require additional validation include

1. The issuance of the high school diploma was based only on a test and/or payment of fee.
2. There is conflicting high school information.
3. The high school was previously questioned as being a diploma mill by MDC or other accredited higher education institution.
4. The private high school is not listed in the Florida Department of Education's Office of Independent Education and Parental Choice. The list is accessible at <http://www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/>
5. The curriculum consisted of online/distance education instruction and the high school is not listed as an accredited institution by the Distance Education Accrediting Commission (DEAC). The DEAC maintains a list of accredited institutions that offer high school via distance education. The high school is not listed in the U.S. Department of Education's National Center for Education Statistics (NCES). The list of public high schools is accessible at <http://nces.ed.gov/ccd/schoolsearch/> and the list of private high schools is at <http://nces.ed.gov/surveys/pss/privateschoolsearch/>.
6. The high school or its course(s) is identified by the National Collegiate Athletic Association (NCAA) as not accepted for athletic eligibility. NCAA ineligible high schools and/or courses will not be accepted for admission to the College. The NCAA information is accessible at <https://www.ncaa.org/sports/2014/10/6/core-courses.aspx>
7. Other evidence provides reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

***Once MDC renders a decision on the validity of a high school diploma, the decision is final and not subject to appeal.**

E. Transfer Students

Applicants who are transfer to MDC from other postsecondary institutions must request final, official transcripts from all of those institutions to be sent directly to MDC. Additional requirements are as follows:

1. Students who transfer from U.S. regionally accred-

ited postsecondary institutions(s) with fewer than 6 college-level credits earned with "C" or higher grades must submit proof of valid high school graduation.

2. Students who transfer from U.S. nonregionally accredited postsecondary institution(s) may be admitted based on the high school graduation. Courses taken at nonregionally accredited institutions that adhere to the Florida Statewide Course Numbering System may be accepted.
3. Students who transfer from foreign postsecondary institution(s) approved by the country's Ministry of Education who provide original documentation showing all the requisite seals and apostilles must provide a certified official English translation if the language used in the documents is not English. Students with fewer than 6 college-level credits earned with "C" or higher grades must submit proof of valid high school graduation. MDC reserves the right to require NACES evaluations for any transcripts in which we are unable to verify the authenticity or legitimacy of the documents provided.

F. Dual Enrollment and Early Admission

Student's access to dual enrollment and early admission is authorized pursuant to 1007.271, Florida Statutes. Students in grades 6-12 who are enrolled in Miami-Dade County public schools, participating private and charter schools, or home school are eligible to participate in the MDC dual enrollment program. Students must have a minimum 3.0 high school unweighted grade point average and demonstrated readiness for college coursework.

G. Admissions to Baccalaureate Degree Programs

Baccalaureate degree applicants must meet all general and program specific admission requirements and pay a non-refundable \$25 application fee.

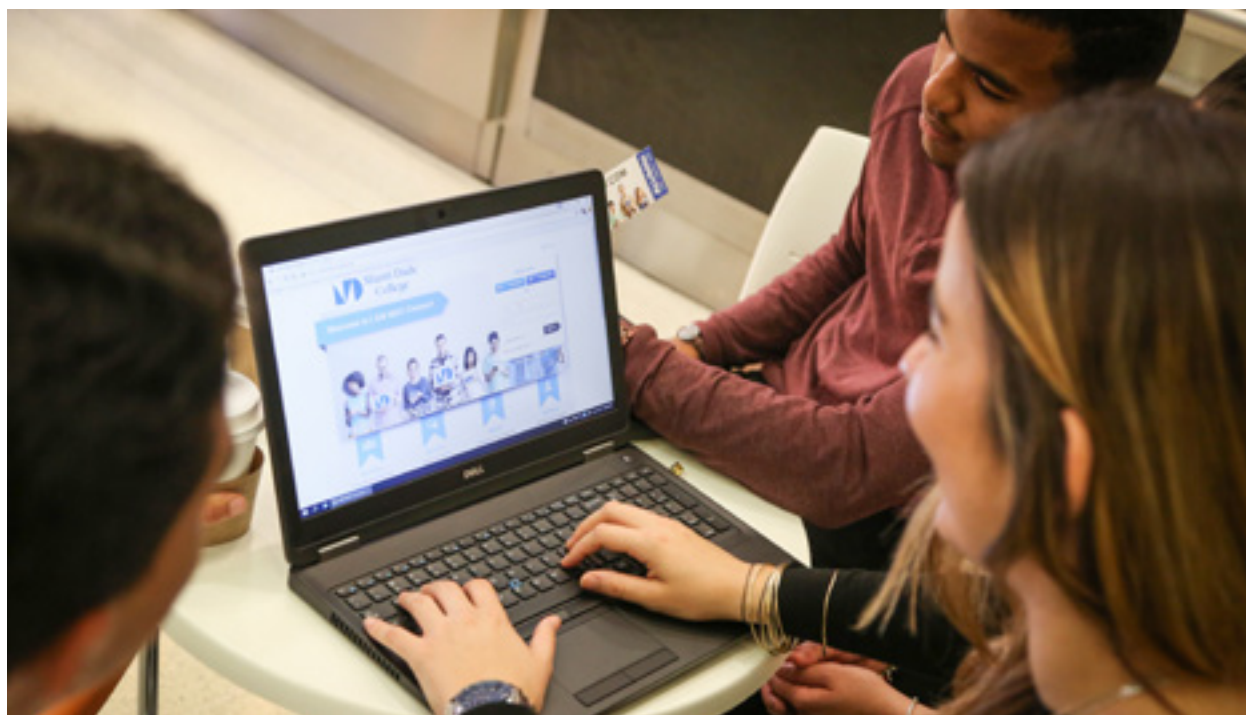
H. Admission to Career and Technical Education Certificate Programs

Students who meet the admission requirements may be admitted to Career and Technical Education programs as well as the following (some programs have additional admission requirements):

1. Applicants who are at least 16 years of age and have left high school prior to completion.
2. Applicants who have been awarded a special diploma, as defined in section 1003.438 Florida Statute or a certificate of completion, as defined in section 1003.428 Florida Statute.
3. International students with a vocational credit student visa (M1) and the supplementary admission documents indicated in II.C.7 above.

I. Recruitment of Students

1. Student recruitment promotes enrollment by presenting the learning options available at MDC. The



recruitment team develops and implements activities consistent with the mission of the College. Activities include providing prospective students, parents, and other members of the community the current and accurate information regarding admission and registration, testing requirements, and program offerings, as well as other resources and related opportunities available at the College.

2. MDC refrains from unfair, deceptive and abusive marketing tactics in the recruitment of all students. In addition, MDC will refrain from using third party lead generators or marketing firms aimed at service members (veterans/military students). MDC will:
 - a. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid, including tuition assistance (TA) for members, to any persons or entities engaged in any student recruiting admission activities, or making decision regarding the award of student financial assistance.
 - b. Ban inducements such as gratuity, favor, discount, entertainment, hospitality, transportation, lodging, meals or other item of monetary value to any individual or entity, or its agents, including third party lead generators or marketing firms. Only salaries paid to employees or fees paid to contractors in conformity with the applicable laws are allowable for the purpose

of securing enrollments of service members (veterans/military students) or obtaining access to TA funds.

J. Other Considerations

1. Certain academic programs have additional program admission requirements. Students need to check with the department that manages the program for more information.
2. Applicants who have been convicted of a felony or are the subject of an arrest pertaining to a controlled substance and who wish to apply for a program that leads to licensure should confer with the regulatory/licensing agency to determine eligibility for future credentialing and practice. Applicants who are determined to be not eligible for licensing for any reason may apply for admission to that program, but must recognize that program completion may not result in licensure or employment.
3. Miami Dade College has determined that the presence of students officially designated as Sexual Offenders/ Sexual Predators on campus may be disruptive to the College's programs and/or would interfere with the rights and privileges of other students. In accordance with section 1001.64(8) (a) Florida Statute, the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment because of misconduct if determined to be

in the best interest of the College. Therefore, MDC reserves the right to deny admission/enrollment to students who are officially designated as Sexual Offenders/ Sexual Predators.

4. MDC reserves the right to deny admission to applicants who have been incarcerated, convicted of a felony, experienced disciplinary problems at another educational institution, or who may pose a threat to the life and/or safety of its students, faculty, staff, community, or guests, as determined by the College administration. In accordance with section 1001.64(8)(a) Florida Statute, the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment because of misconduct if determined to be in the best interest of the College.

Admission to Career & Technical Education (CTE) Programs

- A.** The following persons are eligible for admission to the CTE programs of Miami Dade College: Graduates from accredited high schools, persons holding a high school equivalency diploma (GED), students who have completed a home education program evidenced by a signed affidavit from their parents or legal guardian stating that the student completed a home education program, or persons at least 16 years of age or older who have left high school prior to completion. Some programs may require high school completion or equivalent as a requirement of admission (consult campus admissions office).
- B.** Students enrolling in a CTE program of 450 or more contact hours are required to be tested for basic skills. All those who complete the program must meet basic skills competencies before the CTE is awarded.
- C.** A limited number of programs have supplementary admission requirements (consult campus admissions office).
- D.** Foreign students who require a student visa (M1) must also provide the supplementary admission documents indicated in 3 above.

How to Apply

Admissions Procedures and Supporting Credentials

Admission is a simple process, requiring a completed application, admission application fee and official transcripts of high school or college studies. International applicants have additional entrance requirements based on U.S. immigration rules and applicants for baccalaureate and limited access programs may have additional entrance requirements.

- A.** The admission application is accessible online at

www.mdc.edu/admissions. A \$30 non refundable application fee is charged for processing a student's first application. The application must be submitted prior to enrollment in classes.

- B.** International students must submit the application by the published deadlines. See deadlines at: <https://www.mdc.edu/internationalstudents/admission/default.aspx>. The International Student admission application fee is \$50. All final, complete, and official domestic transcript(s) must be sent directly from the applicant's high school, college or other postsecondary educational institution to the Transcript Processing Services office at MDC.
- C.** High school equivalency diploma or certificate holders should be submitted to the Transcript Processing Services office. In Florida, this certificate is the General Educational Development Diploma (GED). See the GED section for additional information.
- D.** Students with foreign high school and/or college/university transcripts must bring all final, official and complete academic documents with the appropriate seals and apostilles to a campus Admissions and Registration Office.
- E.** Failure to submit all necessary admissions documents, transcripts or certifications will prevent registration, release of grades, transcripts, and enrollment certification.

Transfer Student Information

A transfer student's transcripts become part of the official student permanent record. Transfer credits are accepted only from regionally accredited colleges and Courses from previous college(s) will be evaluated after the student is admitted to MDC. MDC will determine how many credits, if any, will apply toward a degree. Credit may be granted only for courses in which grades of "D" or better have been earned. The grade of "D" shall transfer and count toward the associate and baccalaureate degrees in the same way as "D" grades obtained by MDC students. See the Standards of Academic Progress in the "Academic Regulations" section of this catalog.

A high school transcript indicating date of graduation may be required of applicants who transfer with fewer than 12 acceptable college credits.

Students with foreign transcripts that are not in English must have an official certified translation made of their credits and submit this translation to the Admissions and Registration Office.

Transient Student Information

Transient students are enrolled at their "home institution" and are enrolled at MDC for a term. Transient students are advised to use Florida's official online student advising system at www.floridashines.org.



Non-Degree Applicants

Non-degree applicants are students who wish to take selected college courses without the intent of completing a college credit certificate, associate or baccalaureate degree program. These students must fill out an application for admission and are not required to provide evidence of high school graduation. Many students attend the College to upgrade their job skills, for transfer credit purposes or for their own personal interest and enjoyment. Non-degree students who wish to enroll in a math or English course or who have earned more than 12 credits as a non-degree student are required to demonstrate college readiness through traditional placement tests or alternate methods. If, at a later time, these students become associate or baccalaureate degree candidates, regular admissions procedures regarding all transcript(s) requirements will apply.

Special Admissions Categories

In each of the following categories, the regular admissions procedures apply:

A. Dual Enrollment – The Dual Enrollment program allows eligible high school, middle school, and home education students in grades 6-12 to simultaneously earn college credit and credit toward a high school diploma. The college credit may be applied toward a postsecondary certificate or degree at a Florida public institution. The Dual Enrollment program

provides an opportunity to take challenging courses and accelerate education opportunities. Students who successfully complete dual enrollment courses will save time in obtaining their college degree. They will also save money, as these students are exempt from the payment of registration, tuition and laboratory fees. To enroll in courses through the dual enrollment program, students must demonstrate readiness for college level coursework. Eligibility criteria include both a GPA requirement and assessment of communication and computational skills. The student's school must grant permission for the student to enroll in these courses, thereby agreeing to accept these college courses to meet high school graduation requirements. Students participating in dual enrollment may begin their studies in any term, provided that they complete the dual enrollment admission, advisement and registration procedures. Early admission is a form of dual enrollment through which eligible high school seniors enroll at the college on a full-time basis.

B. The courses these students take are creditable toward a postsecondary certificate or associate degree and meet the requirements for the student's senior year and high school graduation. Early admission students are required to enroll in a minimum of 24 college credits (12 credits per semester) during their senior year.

C. Early Admission – Academically superior high

school students may attend Miami Dade College in lieu of their senior year in high school. In addition to the requirements for Dual Enrollment above, the applicant for early admission must prepare and present to a high school counselor a comprehensive educational plan justifying early admission. The College will accept for screening only those applicants who have received approval from their principal to apply for early admission. The applicant also must have advance approval from the high school principal to apply college credits toward high school graduation. Normally, a minimum of 24 college credits meets the requirements for the student's senior year and high school graduation.

Readmission to the College

Submit an application for readmission and a new residency statement if any of the following apply:

- A.** The student did not enroll during the last 12 months (three terms).
- B.** The student attended other colleges or universities since the last time enrolled at MDC. In this case, official transcripts from those institutions will be required for degree-seeking student.

Developmental Education Courses

With the exception of students who meet the criteria for an exemption from common placement testing <https://www.mdc.edu/aet/placement-criteria/default.aspx> and developmental education instruction, the State of Florida requires entry level testing for first time in college (FTIC) degree seeking students and students who have not met college level competency either through the completion of developmental education requirements in the Florida College System or have not been awarded credit for college level course work in the area of deficiency. Students will be placed into developmental education courses in the subjects where scores indicate a need for this instruction, along with a Student Life Skills course (SLS). Enrollment in certain other courses may be restricted until all developmental education courses have been completed.

Students may use adult basic education, adult secondary education or private provider instruction as an alternative to traditional developmental education instruction. A student who elects an alternative is prohibited from enrolling in college level courses until the student scores college ready on all sections of the Common Placement Test. If scores on one or more of the subtests require developmental education placement, students must enroll in at least one developmental education course during their first term.

Students who test into developmental education instruction and subsequently enroll in developmental

education instruction must successfully complete the required developmental education studies by the time they have accumulated twelve (12) credits of college credit coursework or they must maintain continuous enrollment in developmental education course work each semester until the requirements are completed while performing satisfactorily in the degree.

Florida Board of Education rules limit the number of times a student can take a developmental education or credit courses. Enrollment beyond the 100 percent refund deadline is considered an "attempt," and students can attempt a course only three times.

***Contact Academic Advisement for additional information.**

Admissions to Select College Programs and Programs Leading to Licensure

Admissions to specialized programs, such as those offered by Medical Campus, have specific eligibility requirements due to enrollment limitations imposed by physical facilities, state licensure regulations or other criteria.

Students requesting admissions to such programs will receive specific eligibility requirements from the program. A selection committee determines final approval for placement into these specific programs. The department chair provides notification of admissions into these programs to each individual candidate.

Students who are not selected for a specific program are encouraged to continue their studies in other courses and programs at the College. Advisement offices will assist all such students to determine alternative educational objectives.

A limited number of programs have supplementary admissions requirements. Applicants who have been convicted of a felony and/or subjected to an arrest pertaining to a controlled substance and are applying to a program that leads to licensure may be ineligible for that license. Applicants in this situation should check with the appropriate regulatory/licensing agency to determine whether this would be the case. These students still can be admitted to the program, but need to understand that program completion may not result in licensure or employment. Additionally, there are usually other requirements for licensure, such as physical and psychological criteria, completion of unpaid internships, criminal history verification and other background checks. It is the student's responsibility to understand and meet these requirements.

General Educational Development (GED) Tests and Diploma

An equivalent to a Florida high school diploma may be obtained by successfully completing the General Educational Development (GED) test. A GED holder is

eligible for admission to associate degree programs at the College.

To qualify to take the Florida GED test, individuals must be at least 16 years old and reside in the state. A 16 or 17 year-old must meet College criteria to be eligible to prepare for and take the GED test.

Preparation for the GED test is available at all MDC campuses with the exception of Medical and West. Individuals should contact campus Continuing Education and Professional Development departments for assistance and further information. The GED test covers writing skills, reading skills, social studies, science and mathematics. A fee is charged to take the test battery, and there is an additional charge, although nominal, to retake subtests.

Teacher Certification Information

Before taking courses to meet Teacher Certification requirements, teachers should confirm from their public school district's certification office or the Florida Department of Education's Office of Teacher Education, Certification and Staff Development, that the courses in which they wish to enroll meet specific certification requirements.

College credit courses offered by Miami Dade College, may be used for extension, reissuing, other vocational certificates, reinstatement of certificates and for recency of credit. Additionally, information about courses required for general and professional preparation certification is available at the School of Education or campus Academic Advisement offices.

Florida Residency for Tuition Purposes

Miami Dade College policy concerning Florida residency requirements complies with the laws of Florida s. 1009.21, F.S., and Rule 6A10.044, F.A.C., which are reprinted as follows: s. 1009.21, F.S., determination of resident status for tuition purposes (<http://www.mdc.edu/admissions/tuition/florida-residency.aspx>).

Determination of resident status for tuition purposes:

Students shall be classified as residents or nonresidents for the purpose of assessing tuition in post-secondary educational programs offered by charter technical career centers or career centers operated by school districts, in Florida College System institutions, and in state universities.

A. As used in this section, the term:

1. "Dependent child" means any person under the age of 24, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.



2. "Initial enrollment" means the first day of class at an institution of higher education.
3. "Institution of higher education" means any charter technical career center as defined in s. 1002.34, career center operated by a school district as defined in 1001.44, Florida College System institutions as defined in s. 1000.21(3), or state university as defined in s. 1000.21(4).
4. "Legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.1(5).
5. "Nonresident for tuition purposes" means a person who does not qualify for the instate tuition rate.
6. "Parent" means either or both parents of a student, any guardian of a student, or any person in a parental relationship to a student.
7. "Resident for tuition purposes" means a person who qualifies as provided in this section for the instate tuition rate.

B. To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education.
2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents

in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education

2a. However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately before the child's initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 3 years immediately before the child's initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

2b. The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

3. A dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parent.

3a. An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, evidence of his or her parent's legal residence and its duration, as may be required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate.

3b. Except as otherwise provided in this section, evidence of legal residence and its duration shall include clear and convincing documentation that residency in this state was for a minimum of 12 consecutive months prior to a student's initial enrollment in an institution of higher education.

3c. Each institution of higher education shall affirmatively determine that an applicant who has been granted admission to that institution as a Florida resident meets the residency requirements of this section at the time of initial enrollment. The residency determination must be documented by the submission of written or electronic verification that includes two



- or more of the documents identified in this paragraph, unless the document provided is the homestead exemption in Florida, which is deemed a single, conclusive piece of evidence proving residency.
4. The documents must include at least one of the following:
 - 4a. A Florida voter's registration card;
 - 4b. A Florida driver's license;
 - 4c. A State of Florida identification card;
 - 4d. A Florida vehicle registration;
 - 4e. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child;
 - 4f. Proof of a homestead exemption in Florida;
 - 4g. Transcripts from a Florida high school for multiple years if the Florida high school diploma or high school equivalency diploma was earned within the last 12 months;
 - 4h. Proof of permanent fulltime employment in Florida for at least 30 hours per week for a 12-month period.
 5. The documents may include one or more of the following:
 - 5a. A declaration of domicile in Florida;
 - 5b. A Florida professional or occupational license;
 - 5c. Florida incorporation;
 - 5d. A document evidencing family ties in Florida;
 - 5e. Proof of membership in a Florida-based charitable or professional organization;
 - 5f. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.
 - 5g. With respect to a dependent child, the legal residence of the dependent child's parent or parents is prima facie evidence of the dependent child's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the dependent child, by the other evidence of legal residence required of or presented by the dependent child. However, the legal residence of a dependent child's parent or parents who are domiciled outside this state is not prima facie evidence of the dependent child's legal residence if that dependent child has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.
 6. A person who physically resides in this state may be classified as a resident for tuition purposes if he or she marries a person who meets the 12-month residency requirement under subsection (2) and who is a legal resident of this state.
 - 6a. Except as otherwise provided in this section, a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as documentation of fulltime permanent employment for the prior 12 months or the purchase of a home in this state and residence therein for the prior 12 months while not enrolled in an institution of higher education.
 - 6b. If a person who is a dependent child and his or her parent move to this state while such child is a high school student and the child graduates from a high school in this state, the child may become eligible for reclassification as a resident for tuition purposes when the parent submits evidence that the parent qualifies for permanent residency.
 - 6c. If a person who is a dependent child and his or her parent moves to this state after such child graduates from high school, the child may become eligible for reclassification as a resident for tuition purposes after the parent submits evidence that he or she has established legal residence in the state and has maintained legal residence in the state for at least 12 consecutive months.
 - 6d. A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her marriage to a person who is a legal resident of the state, and evidence of the spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.

7. A person shall not lose his or her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his or her parent's or parents' serving, in the Armed Forces outside this state.
8. A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his or her resident tuition status because the person or, if he or she is a dependent child, the person's parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12 month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
9. Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his or her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12 month durational requirement of this section if that person has reestablished his or her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.
10. The following persons shall be classified as residents for tuition purposes:
 - 10a. Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses, and dependent children, and active drilling members of the Florida National Guard;
 - 10b. Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida;
 - 10c. United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children;
 - 10d. Fulltime instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children;
 - 10e. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a fulltime basis, a Florida institution of higher education;
 - 10f. Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities;
 - 10g. Fulltime employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training;
 - 10h. McKnight Doctoral Fellows and Finalists who are United States citizens;
 - 10i. United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate;
 - 10j. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed;
 - 10k. Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
11. Once a student has been classified as a resident for tuition purposes, an institution of higher education to which the student transfers is not required to reevaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student's situation has changed. However, the student must have attended the institution making the initial classification within the prior 12 months, and the residency classification must be noted on the student's transcript. The Higher Education Coordinating Council shall consider issues related to residency determinations

and make recommendations relating to efficiency and effectiveness of current law.

12. Each institution of higher education shall establish a residency appeal committee comprised of at least three members to consider student appeals of residency determinations, in accordance with the institution's official appeal process. The residency appeal committee must render to the student the final residency determination in writing. The institution must advise the student of the reasons for the determination.
13. The State Board of Education and the Board of Governors shall adopt rules to implement this section.

6A - 10.044 Residency for Tuition Purposes

The purpose of this rule is to establish consistent policies for the classification of students as residents for tuition purposes in accordance with criteria set forth in Section 1009.21, F.S.

A. For Initial Determination of Residency: Each student shall submit Form FRD1 (<https://www.mdc.edu/admissions/forms.aspx>), Florida Residency Declaration for Tuition Purposes to the institution making a residency determination for tuition purposes, electronically or in any other format required or authorized by the institution, and the documentation required by the institution to establish Florida residency for tuition purposes. Verification of whether the student is a dependent child as defined in Section 1009.21(1)(a), F.S., shall be satisfied if the parent declares on the Florida Residency Declaration that the student is eligible to be claimed as a dependent by the parent under the federal income tax code. Form FRD1 is incorporated by reference and made a part of this rule to become effective December 2015. A copy of Form FRD1 may be obtained by contacting the Division of Florida Colleges, 325 West Gaines Street, Tallahassee, Florida 32399.

1. A dependent student who attended a Florida high school for a minimum of three (3) consecutive academic years immediately preceding his or her initial enrollment in an institution of higher education and graduated from a Florida high school or earned a State of Florida High School Diploma as authorized under Rule 6A6.0201, F.A.C., within the last twelve (12) months may use their high school transcript or the official transcript for the State of Florida High School Diplomas evidence of Florida residency. At least one (1) additional document identified in Section 1009.21(3)(c)2., F.S., must be presented evidencing parental legal residence.
2. If a declaration of domicile, pursuant to Section 222.17, F.S., is being used as one of the documents



to establish residency for tuition purposes, the date that an applicant shall be deemed as establishing residency for tuition purposes shall be twelve (12) months hence from the date that the Clerk of Circuit Court notes the declaration was sworn and subscribed to them. Nothing in this subsection shall prevent the use of additional documentation as evidence that legal residency was established by other means pursuant to Section 1009.21(1)(c), F.S., as of a date earlier than that established by the Declaration of Domicile.

- B.** For Residency Reclassification Determination: A student who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes by presenting a minimum of three (3) documents identified in Section 1009.21(3)(c)2., F.S., that convincingly demonstrate the establishment of permanent legal residence in Florida other than for the sole purpose of pursuing a postsecondary education. Documentation must demonstrate that the student or, if the student is a dependent, his or her parent, has maintained legal residence in Florida for at least twelve (12) consecutive months immediately prior to the first day of classes for the term for which residency reclassification is sought, except as otherwise provided in Section 1009.21, F.S.
- C.** The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his or her parent. For documentation to be "clear and convincing," it must be credible, trustworthy, and sufficient to persuade the institution that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for at least

twelve (12) consecutive months prior to classification. Each institution of higher education may establish submission deadlines for all documentation that will be used to determine residency for tuition purposes.

D. A non-United States citizen may be eligible to establish residency for tuition purposes if evidence is presented verifying that he or she has legal status in the United States, has met the residency requirements of Section 1009.21, F.S., and the person is one of the following:

1. A foreign national in a nonimmigrant visa classification that grants the person the legal ability to establish and maintain a bona fide domicile in the United States.
 - a. The following visa categories grant the person the legal ability to establish and maintain a bona fide domicile in the United States: A, E, G, H1B, H1C, I, K, L, N, NATO 17, O1, R, S, T, U, and V.
 - b. The following visa categories do not grant the person the legal ability to establish and maintain a bona fide domicile in the United States: B, C, D, F, H2, H3, M, P, Q, and TN. J visa holders are not eligible to establish residency for tuition purposes except as provided in Section 1009.21(10), F.S.
2. A permanent resident alien, parolee, asylee, Cuban-Haitian entrant, or other qualified alien.

3. Pursuant to Section 1009.21(2) (d), F.S., a dependent student who is a U.S citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of the parent.

E. Each institution's official residency appeal process established pursuant to Section 1009.21(12), F.S., shall be in writing and prominently displayed on the institution's website.

International Student Admissions

Admission – Miami Dade College is authorized under United States Federal Law, Immigration and Nationality Act, §(101)(a)(15) (F or M) to enroll nonimmigrant alien students. In addition to following the regular admission procedures, international students are required to provide English language placement test scores, such as TOEFL if a non-native speaker, proof of mandatory health insurance coverage, and official bank letter of financial resources to support education costs.

Registration and placement into available courses and programs is dependent on English language proficiency, advisement and counseling, assessment/placement testing and course or program requirements. Academic transcript(s) of secondary school, college, university, technical and other post-secondary schools attended must be certified as official. Transcript(s) in languages other than English must include official certified English translations, authentic verifying statements and signatures.

Deadlines – International applicants should apply at least three months prior to enrollment at the College. International mail, transcript verifications, international money transfers, consular appointments, travel and housing arrangements and advisement/testing requirements all take a great deal of time and may cause delays.

Applications for admission, including all admissions credentials English proficiency examinations (if available), must be received at least 45 days prior to the start of the term in which the applicant plans to enroll.

Deadlines for International Student Admissions

Fall Term.....July 1

Spring Term.....November 1

Summer Term.....March 25

Deadlines and additional information for international students can be found on their website (<https://www.mdc.edu/internationalstudents/>).

Readmission – Readmission to the College for the international student requires submitting a new application for admission, new official transcripts of postsecondary education attempted since last attendance at Miami Dade College, and an official bank letter of financial resources to support education costs. Transcript(s) in languages other than English shall include official certified English translations, authentic verifying statements



and signatures provided by members of the National Association of Credential Evaluation Services (NACES) <http://www.naces.org>.

English Language Requirements – Miami Dade College courses are taught in the English language. The College will provide English-language training for students who have insufficient English language skills.

English-language test scores determine placement into college courses. Students with TOEFL, IELTS, or PTE scores meeting MDC's English proficiency placement test exemption requirements regardless of the test date are eligible to take the Basic Skills Assessment Test to determine placement in courses leading to an associate degree. Other English proficiency examinations may also be used if the Common European Framework of Reference for Languages (CEFR) level is B2 or higher. Students requiring English-language training may need to attend additional semesters at the College in order to complete all associate degree requirements.

Financial Requirements – All international students must have sufficient funds to pay full college matriculation and nonresident fees, textbooks, living expenses, transportation expenses, health insurance coverage and other incidental expenses while attending college in the United States.

Financial requirements are included with the application for admissions. Documentary evidence of means of financial support must be provided to the College to be issued a Certificate of Eligibility (SEVIS I-20). This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Students must have these funds available when they register for classes each term. College financial aid is not available to students on visa. See the "Fees" section in this catalog for details concerning matriculation, non-resident and other fee requirements.

Employment – Visa students in the United States are not allowed to be employed outside the College, unless permission has been granted by the United States Citizenship and Immigration Services (USCIS). On-campus employment may be authorized by the International Student Services advisors.

Health and Accident Insurance Certificate – Prior to registration, international students must purchase the mandatory health insurance policy available in the International Student Services Office. This insurance coverage must continue for the entire period of enrollment at the College.

Duration of Status – International students on a visa are admitted to the United States for the entire time estimated for them to complete their approved program of study as indicated on the SEVIS I-20. Students must fulfill the following conditions to maintain Duration of Status: pursue a full course of study at the educational

institution they are authorized to attend, make normal progress, keep a current passport that is valid for at least six months, maintain a valid SEVIS I-20 and not accept off-campus employment without USCIS approval.

Arrival in Miami – International students should arrive in Miami approximately 30 days before the beginning of the first term of enrollment based upon the program start date on the I-20. Students need the time to obtain housing, provide a local address to the College, participate in new student orientation, take English-language and placement assessment tests, obtain advisement and counseling and register for courses.

Housing in the Community – Miami Dade College does not provide or supervise student housing. International students must bring sufficient funds to pay three months' rent in advance (first and last month's rent, plus a security deposit equal to one month's rent). The estimated expense information provided with the application for admission provides important details.

Transportation – International students must provide their own transportation or use public transportation (buses or rail) to travel between home and the campus(es).

School Transfer – Completion of a degree program at the designated educational institution is recommended. International students who wish to transfer to another school must officially do so by requesting a release of their SEVIS record to the school they wish to transfer to and by providing an admission letter. The institution will notify Immigration of the student's school transfer. A student who transfers to a different school without completing this process is considered to be out of status.

Passport Validity – International students on a visa must have and maintain a current passport valid for a period of not less than six (6) months into the future. It is the student's responsibility to meet this requirement.

Full-Time Enrollment – International students are required by USCIS regulations to be enrolled full-time. Students should make satisfactory progress in their approved program each term, otherwise the continuation of study on an International Student Visa may be jeopardized and the Certificate of Eligibility (SEVIS I-20) rescinded. See Standards of Academic Progress in "Academic Regulations" section.

United States Department of Homeland Security Laws and Regulations – It is the student's responsibility to comply with all non-immigrant alien requirements as stated under the United States statutes I.N.A. 101(a) (15) (F); I.N.A. 214(m); IIRIRA 641. The College is required to report to the Department of Homeland Security international students who:

1. Do not register at the College by the first day of the semester.
2. Do not carry a full course of studies.

3. Do not enroll in the minimum required credits of in-person classes.
4. Do not attend classes to the extent normally required.
5. Become employed without authorization.
6. Terminate their attendance at the College.

Visa Student Advisement – Advisors are available at each campus to advise international students concerning academic programs and course objectives. Students on an International Visa should contact the International Student Services advisor each term for a review of the student's progress and for the updates and compliance of immigration regulations.

Admission to Continuing Education (Non-College Credit) Programs and Courses

Miami Dade College, through its Continuing Education Program, offers students opportunities for enrollment in Continuing Workforce Education Training and recreation and leisure courses.

Admission requirements are established by the nature of the particular program or course. A student who plans to register only for continuing education non-college credit courses need not apply for regular College admission.

A. Continuing Workforce Education Courses – These courses are for those students who have had prior employment in jobs related to the enrolled course or are presently employed in a career related to the Continuing Workforce Education course. Students enroll in the courses to upgrade their current skills, for re-employment purposes or to enhance their current employability. For purposes of state certification or registration and updating to meet various professional organization requirements, the College student registration system allows for the award of Continuing Education Units (CEUs) on the student's transcript. These units may be awarded when a Continuing Workforce Education course is completed and the course has been designated for the award of CEUs. Ten contact hours of classroom instruction equal one CEU.

B. Recreation and Leisure Courses – These non-credit courses are self-supporting with the total program costs being paid by the students who are enrolled. There are no state or College funds provided to support these activities. The College offers these courses on demand from students and the community, as space is available. The range of activities and courses are unlimited and are determined by the students enrolled. For further information please consult the Web site at www.mdc.edu/ce

Fees and Refunds

Fees are contingent upon approval of the District Board of Trustees and are subject to change. Special fees may also apply. Important note: Tuition and fee rates are determined annually by state and Board of Trustee processes. The best way to determine current tuition and fee rates is to check on the Miami Dade College Web site, www.mdc.edu/student-financial-services/tuition-fees/, or to check the fee invoice on MDConnect Student Center. The fees listed below are an example – for planning purposes only – of rates for the 2024-25 year only. .

A. Registration Fees 2024-25 – College Credit Courses

1. Florida Residents* Matriculation
Total: \$118.22 per credit
2. Non-Florida Residents* Matriculation
Total: \$402.51 per credit

B. Registration Fees 2024-25 – Baccalaureate Courses

1. Florida Residents*
Total: \$129.89 per credit
2. Non-Florida Residents*
Total: \$535.97 per credit

C. Registration Fees 2024-25 – Career and Technical Education Courses

1. Florida Residents* Matriculation
Total: \$91.08 per vocational credit (Special fees may also apply)
2. Non-Florida Residents*
Total: \$355.31 per vocational credit

*See Florida Residency for Tuition Purposes section for definitions. Note: Fees are subject to change.

D. Special Fees and Charges

Special Registration Fees:

Some courses carry special fees in addition to the regular registration fees. Special fees in music courses that offer private lessons range from \$60 to \$300.

1. **\$30 Admission Application Processing Fee:** All new college credit students are assessed a \$30 non-refundable admission application processing fee. This fee must be paid when you submit the application.
2. **\$25 Bachelor's Degree In-Program Admission Application Processing Fee:** All students admitted to an in-program Bachelor's degree are assessed a \$25 non-refundable admission application processing fee.
3. **\$50 International Student Admission Application Processing Fee:** All new international students are assessed a \$50 non-refundable admission application processing fee.
4. **\$15 Per Credit - MDC Online Fee:** MDC Online classes have a distance learning fee of \$15 per credit. (i.e. \$45 for a 3-credit course). To comply with federal requirements, the MDC Online uses secure



login and password to verify the identity of online students. There are no additional student charges associated with verification of student identification.

5. **Resident Students / Non-Resident Students:** Review information about Florida Residency for Tuition Purposes online (<https://www.mdc.edu/student-financial-services/tuition-fees/>).

6. **Full Cost of Instruction:** Out-of-State fee charged for students repeating courses more than allowed by state law (This is on a third or subsequent attempt).

7. **Examination Fee:** A \$30 per credit nonrefundable fee is charged for institutional credit by exam. .

E. Registration Fees – Continuing Education & Professional Development and Non-Credit Courses

1. Continuing Workforce Education (CWE) – Fees are variable and calculated to cover the cost of the course.
2. Recreation and Leisure Courses – Fees are charged to cover all expenses for providing the course.
3. Adult Education Courses, which are considered Adult Basic Ed, Adult High School, GED and VPI course fees:
 - a. \$30.00 per term for In-State Residenc

Note: All fees are subject to change without notice.

Refunds of matriculation and tuition fees are made only if official drop or withdrawal cards are turned in at the campus Admissions and Registration Office by the pub-

lished deadlines (see Academic Calendar), or if you drop via the web (and the drop is confirmed) by the deadline. If the student withdraws from the College as a result of administrative action or for the convenience of the College, except for disciplinary reasons, the student is entitled to a full refund of matriculation and tuition fees. If the student is dropped from a class due to cancellation of that class, the student is entitled to a full refund of matriculation and tuition fees.

If the student is withdrawn from a course or courses for disciplinary reasons, the student is not entitled to a refund of matriculation, tuition or special fees.

The admissions application fees (for credit, bachelor's, and international student admissions) are not refundable. Refunds for payments made with cash/checks will be refunded via the MDC One Card. Payments made with Visa/MasterCard/American Express will be refunded to the credit card account

Fee Policy for Repeated Courses

Sections 1009.28 and 1009.285, Florida Statute require the assessment of fees for community college students who repeat a course due to withdrawal or failure. The fee for a third attempt of the same course is equal to 100 percent of the cost of instruction. Since state law prescribes student fees to equal 25 percent of the cost of instruction, the fee for a repeated course is approximately four times

that of an initial attempt.

Sections 1009.28 and 1009.285, Florida Statute and College policy allow one-time exceptions to the increased fees for courses. Students assessed such a fee should consult an advisor for more information (www.mdc.edu/smart).

Excess Hours Advisory

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

Per Section 1009.286(5), Florida Statute, it is recommended that students who intend to earn credit hours at the institution in excess of the credit hours required for baccalaureate degrees in which students are enrolled meet with their academic advisor.

Refund Policy

- Refunds of tuition and fees are made only if official drop or withdrawal cards are turned in at the campus Admissions and Registration Office by the published deadlines (see Academic Calendar), or if you drop via the web (and the drop is confirmed) by the deadline.
- If the student withdraws from the College as a result of administrative action or for the convenience of the College, except for disciplinary reasons, the student is entitled to a full refund of tuition and fees.
- If the student is dropped from a class due to cancellation of that class, the student is entitled to a full refund of tuition and fees.
- If the student is withdrawn from a course or courses for disciplinary reasons, the student is not entitled to a refund of tuition and fees.

- If the student does not utilize the College parking facility and a parking decal is not obtained, the college will refund the term parking fees after the specified term.
- The admissions application fees (for credit, bachelor's, and international student admissions) and late registration fees are not refundable.
- Refunds for payments made with cash/checks/wire transfers will be refunded via Bank Mobile.
- Debit card payment made at the Bursar's office are refunded via check (USPS mail).
- Payments made with Visa/MasterCard/American Express/Discover will be refunded to the credit card account. The Credit Card Service fee 2.0% is non-refundable.
- Tuition payments made via Third Party agency will be refunded based on the conditions of the Third Party agency*.

Number of Weeks in Term	Number if Class Days Student has to drop class(es) and have all student fees removed
1-3	1
4-5	2
6-10	3
11-14	4
15-16	5
17-20	6
21-23	7
24-26	8
27-29	9
30-32	10

A procedure exists for handling specified exceptions to the refund policy. See the "Petitions Procedure" in the Students' Rights and Responsibilities Handbook (<https://www.mdc.edu/procedures/Chapter4/4018.pdf>).

F. Refund Deadlines – Continuing Education & Professional Development Courses

For one-day courses and workshops, the student must have paid in full and must make an official withdrawal at least one day prior to the day of class. For courses meeting for two or more days, the student must have paid in full and must make an official withdrawal at least one day prior to the second class meeting.

A procedure exists for handling specified exceptions to the refund policy. Students should see the Continuing Education chairperson on their campus.