

Pensacola State College
MANUAL OF PROCEDURES

Procedure Title: Charter Academy Enrollment and Admissions	<u>Number</u> 144
Related Policy: Charter Academy – 6Hx20-2.006	<u>Page</u> Page 1 of 2

I. Purpose

To establish a process for enrollment and admissions into the Pensacola State College Charter Academy.

II. Procedure

The Pensacola State College Charter Academy shall enroll an eligible student who submits an application before the published deadline, unless the number of applications exceeds the capacity of a grade level or program. In such case, all applicants shall have an equal chance of being admitted through a lottery, a random selection process.

- A. A prospective student submits an application during the primary application period.
- B. If the number of eligible applicants does not exceed the capacity of the grade level or program, all applicants who meet the eligibility requirements will be admitted.
- C. If a lottery is necessary, it will be held within one week of the deadline for the primary application period.
- D. When the capacity of a grade level or program is met through the lottery process, the remaining eligible applicants will be placed on a waiting list in the order in which the name was selected in the lottery.
- E. A prospective student may also submit an application during the secondary application period.
- F. If the combined number of eligible applicants admitted in the primary and secondary application periods does not exceed the capacity of the grade level or program, all eligible applicants in the secondary application period will be admitted.
- G. If, in combination with the number of applicants admitted in the primary application period, the number of eligible applicants exceeds the capacity of the class or grade level, eligible applicants in the second application pool shall have an equal chance of being admitted through a lottery. If a lottery is necessary, it will be held within one week of the deadline of the secondary application period. When the capacity of a class or grade level is met through the lottery process, the remaining eligible

applicants will be placed on a waiting list in the order in which the name was selected in the lottery.

- H. Applications will continue to be accepted after the secondary application period ends, and applicants will be admitted or placed on a waiting list as openings allow.

Responsible Official Associate Vice President, Academic Affairs	
President's Signature: 	Date 1/12/2024