



ACADEMIC AFFAIRS  
Office of the Provost  
777 Glades Road, AD10-309  
Boca Raton, FL 33431  
tel: 561.297.3062  
fax: 561.297.3942  
[www.fau.edu/provost](http://www.fau.edu/provost)

## MEMORANDUM

**DATE:** August 29, 2023  
**TO:** Deans, Vice President for Student Affairs, Vice President and Director of Athletics  
**FROM:** Russell Ivy, Interim Provost and Vice President for Academic Affairs  
**SUBJECT:** Special Talent Evaluation Committee

A handwritten signature in blue ink that reads 'Russell Ivy'.

The purpose of the Special Talent Evaluation Committee (STEC) is to evaluate the special admission request for undergraduate applicants that possess a special talent, but do not meet the Board of Governors minimum test score and grade point average requirements for admission. The STEC shall evaluate special talent applicants, including high school seniors and transfer students who are endorsed and referred to the STEC by a Florida Atlantic University department (e.g., Department of Athletics, Department of Music, Department of Theater and Dance, etc.). Admission recommendations for high school seniors are non-binding. All applicants are reviewed on a case-by-case basis. Based on the evaluation, the STEC will make an admission recommendation to the Office of Undergraduate Admissions.

The STEC shall be comprised of the following:

- Executive Director of Undergraduate Admissions or designee
- Director of the Student-Athlete Success Center or Athletics Director Designee
- Faculty Athletics Representative
- Two College Associate Deans as appointed by the Office of the Provost

The Executive Director of Admissions will call a meeting of the STEC whenever a recommendation for a special talent applicant is needed. The STEC shall meet as often as necessary to provide timely admission recommendations. Attendance in person or electronically is permissible. Absentee votes shall be available to members who cannot attend a meeting. All absentee votes shall be in writing. Email ballots are permissible.

1. A majority vote of the qualified members shall be required for a positive admission recommendation.
2. The STEC application should have the following to aid in the admission recommendation.
  - Student Admission Consideration form
  - High school transcript
    - Evaluated by admission for GPA & meeting FL BOG required units
    - Official test scores
  - Academic success plan (see below)
  - Statement of how the student became known to the Department – audition, sports camp, etc.
  - Measures taken by the department and student to meet minimum admission requirements.
  - Data on the academic progress of previously admitted students from the department along with explanation on why student was not retained.

The STEC must provide a written report on the academic performance of all students recommended for admission by the STEC to the President and Provost. This report should be submitted no later than thirty days after the end of each academic term (including summers). The report must include the items listed below for each special talent student who received a positive admission recommendation by the STEC:

- Student name
- Student z-number
- Year admitted
- Degree applicable credits attempted
- Degree applicable credits earned
- GPA

The Provost may dissolve the STEC at any time for any reason.

Cc: Maura Flaschner, Executive Director of Undergraduate Admissions  
James Capp, Associate Vice President for Strategic Planning and Student Success  
Stephen Engle, Associate Provost for Academic Personnel and Faculty Athletic Representative  
Mary Giardina, Senior Associate Athletic Director