



Admissions Policy

- (1) Acceptance into College Programs
 - (a) Students seeking to enroll in a COE accredited certificate program (hereinafter “program”) must apply to and be accepted into that program.
 - (b) The minimum age for enrollment in a program, with the exception of secondary students as set forth below, is 18. Any special enrollments under the age of 18 must be approved by the Vice President of Instruction.
 - (c) To be accepted into a program, an applicant must:
 - (a) Complete the online Program Application, which requires:
 - (A) Information regarding the applicant;
 - (B) A social security number (an applicant may sign a form requesting a waiver of this requirement, which will only be granted in very limited circumstances); and
 - (C) Paying the \$40 application fee, unless the fee is waived in accordance with practices established by the Executive Team; and
 - (b) Meet defined program admission requirements and be officially accepted into the program.
 - (A) The admissions requirement for each program shall be available on the College’s website, and are subject to change without notice.
 - (B) A student admitted to a program who desires to be accepted into a second program must apply for and be accepted into the second program.
- (2) Secondary Students
 - (a) To be accepted to a Dixie Tech program, in addition to regular admissions requirements as set forth above, Secondary Students must:
 - (i) Be 16 years of age or older;
 - (ii) Prove their classification by providing a current high school transcript. If transcripts are not available, the Admissions Manager may accept alternate documentation.
 - (b) Secondary students do not receive Title IV funding until proof of high school graduation or equivalent is submitted and approved.
 - (c) If the Admissions Office has reason to believe that a submitted high school diploma is not valid or was not obtained from an accredited entity that provides secondary school education, the Admissions Manager may request

further documentation including, but not limited to, proof of the institution's accreditation and verification of the applicant's completion status.

- (d) It is the responsibility of the student to notify the High School of any change in their academic standing or program schedule.
- (3) Persons convicted of a serious crime, as defined below, may not be admitted to a College program unless the applicant completes a criminal history questionnaire and applies for a waiver from the Executive Team, or a committee appointed by them. The waiver may be granted if the Executive Team or committee determines that the applicant does not pose an unreasonable risk to the safety or security of the campus community. The Executive Team or committee may (1) gather and request from the applicant such additional materials and evidence as it deems necessary to make a determination, and (2) impose conditions on acceptance into the program as it deems necessary to ensure the safety and security of College property, staff and students.
- (4) Payment of tuition, fees and other expenses by accepted applicants and students shall be as follows:
 - (a) For students in the electrical and plumbing programs, payment in full for tuition, course fees and other expenses shall be paid in full 30 days prior to the beginning of each course.
 - (b) Students in other programs shall make payments as follows:
 - (i) Students are required to make a nonrefundable \$100 admission fee payment upon acceptance into their program in order to reserve their place in their cohort. Upon registration, the fee shall be credited towards the student's tuition and program or course fees.
 - (ii) Payment in full for the entire program's tuition, program fees and other expenses is due 30 days prior to the start date for the program's first course.
 - (iii) Accepted applicants are registered for the classes in their program upon payment being made.
 - (iv) Student may be withdrawn from the program for failing to make the payments as set forth above.
 - (v) "Payment" for the purposes of this subsection includes making payment arrangements approved by the College, including planned financial aid or scholarships, and payment plans. Where such arrangements do not result in the receipt of funds as planned or agreed, the funds shall become immediately due and payable.
- (5) Program admissions requirements and procedures are determined by the Executive Team, with the objective of admitting students who can successfully complete the program and obtain employment.
 - (a) Vaccinations may be required for clinical experiences.
 - (b) Except in regard to those required by accreditation, applicants may request a waiver of specific admissions requirements. The application shall include evidence supporting the waiver. A College Vice President may grant the application if, in his or her sole discretion, he or she finds that there is clear and convincing evidence that the applicant can successfully complete the program and obtain employment.

- (6) The College does not admit students who meet the definition of “Ability to Benefit”, as defined below. Other than secondary students, program acceptance requires a high school diploma or equivalent. A college Vice President may waive this requirement for students who are in programs that are not eligible for federal financial aid. The following are considered equivalent to a high school diploma:
 - (a) A GED certificate;
 - (b) An associate’s degree;
 - (c) Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate’s degree, but that is acceptable for full credit toward a bachelor’s degree at any institution; or
 - (d) Enrollment in a bachelor’s degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor’s degree program.
- (7) Applicants enrolling in a program will be classified according to their training and occupational objectives and will be enrolled in a training plan that is current and active.
 - (a) Program training plans will generally be valid for a two-year period, including the initial (partial) fiscal year.
 - (b) At the end of the second fiscal year, students may be required to move to the newest training plan and are bound by the requirements of that plan for graduation.
 - (c) Students needing to change their training plans should meet with the Registrar.
 - (d) Financially sponsored students who wish to update training plans must have written confirmation of approval from the sponsor before updating a training plan.
- (8) General Admissions and Enrollment Policies
 - (a) Information is available to applicants and students regarding College Services and the cost of attendance including tuition, fees, textbooks, materials and supplies through the College’s website. These costs are subject to change without notice.
 - (b) Dixie Technical College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, gender identity or expression, or sexual orientation.
 - (c) Students and applicants are required to meet legal obligations or restrictions placed on the student by the College, external sponsors, courts or other legal entities (i.e. Protective Orders, Terms of Probation or Parole, etc.) and may not be admitted or enrolled if doing so creates a conflict with such restrictions.
 - (d) The College is committed to providing reasonable accommodations to applicants and students as described in the Services to Students with Disabilities policy.
 - (e) Dixie Tech does not provide ESL services or courses.

- (f) ESL applicants who do not meet minimum program admission testing standards may be referred to Southwest Adult High School and Utah Tech University for additional English instruction.
 - (g) Dixie Technical College is unable to accept foreign applicants utilizing a student Visa.
 - (h) Personal interest students may not be admitted into a program, although they may take individual courses if space is available.
 - (i) Instructors shall ensure that all students attending class are registered and on the class roll.
- (9) Definitions
- (a) Ability to Benefit: Post-secondary applicants, who has not earned a high school diploma or equivalent, is not committed to earning a high school diploma equivalent and has the ability to benefit from the occupational education offered by the College.
 - (b) ESL: English as a Second Language.
 - (c) Fiscal year: The period beginning on July 1 and ending on June 30 of the following calendar year.
 - (d) Serious Crime: any crime that is of a violent or serious nature and poses a potential threat to the safety of the campus community, specifically including, but not limited to homicide, drug trafficking, crimes against minors, sex offenses, robbery, weapon offenses, kidnapping, manslaughter, arson, aggravated assault, threats of use and or use of deadly weapons.

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