



Admissions Policy	Student Policies
	Effective Date: January 5, 2022
	Approval Date: January 5, 2022

- (1) **Admissions to College Programs**
 - (a) Only students seeking enrollment in a COE accredited certificate program (hereinafter “program”) are required to be admitted to the College.
 - (b) The minimum age for enrollment in the College, with the exception of secondary students, is 18. Any special enrollments under the age of 18 must be approved by the Chief Student Services Officer.
 - (c) Applicants seeking admission to the College must:
 - (i) Complete a College Application;
 - (ii) Provide demographic information to the College via the College Application process;
 - (iii) Provide a social security number sign a form requesting a waiver of this requirement, which will only be granted in very limited circumstances (i.e., international students);
 - (iv) Pay the College Application Fee;
 - (v) Meet defined program admission requirements and be officially accepted into a program. The admissions requirement for each program shall be available on the College’s website, and are subject to change without notice.
 - (d) Persons convicted of a serious crime, as defined below, may not be admitted to the college unless:
 - (i) It has been five years since the conviction, and the applicant provides evidence that he or she is not on probation or parole; or
 - (ii) The applicant completes a criminal history questionnaire and applies for a waiver from the Executive Team, or a committee appointed by them, which may be granted if the Executive Team or committee determines that the applicant’s does not pose an unreasonable risk to the safety or security of the campus community. The Executive Team or committee may gather such additional materials and evidence as he or she deems necessary to make a determination.
 - (e) **Payments:**
 - (i) Other than applicants in the Electrical and Plumbing Programs, upon acceptance applicants must arrange to pay the full program tuition, fees and other expenses at least 14 days prior to the start date for the program, whether by payment-in-full, payment plan, scholarship, sponsorship and/or financial aid.
 - (ii) Accepted applicants and students in the Electrical and Plumbing programs are invoiced for payment prior to the beginning of each course, and payment shall be due 14 days prior the beginning of

each course.

- (iii) Accepted applicants are registered for the classes in their program upon payment arrangements being made.
- (f) In the discretion of program instructors, applicants may be provisionally accepted to a program where there is space available. Such students must comply with the terms of the provisional acceptance contract, completing all of the admissions and registration requirements, within 14 days of the cohort start date or be withdrawn.
- (g) Admissions Requirements:
 - (i) Program admissions requirements are determined by the Vice President of Instruction and will be used to verify that students have entry-level knowledge and skills required to be successful in College programs, and may include admission testing. Educational transcripts, third-party examination results or relevant documents related to occupational experience may be used to meet all or part of the program application requirements.
 - (ii) Except where admissions testing is required by accreditation requirements, the Vice President of Instruction may waive admissions testing requirements for applicants upon request of the applicant's employer where the employer is sponsoring the applicant.
 - (iii) The Vice President of Instruction may establish Priority Application Dates and/or Application Deadlines for program cohorts.
 - (iv) Specific program applications may include designated vaccination requirements as determined by the Vice President of Instruction.
- (h) ESL applicants who do not meet minimum program admission testing standards may be referred to Southwest Adult High School and Dixie State University for additional English instruction.
- (i) Dixie Technical College is unable to accept foreign applicants utilizing a student Visa.
- (j) The College does not admit students who meet the definition of "Ability to Benefit", as defined below. Other than secondary students, admittance requires a high school diploma or equivalent. The following are considered equivalent to a high school diploma:
 - (i) A GED certificate;
 - (ii) An associate's degree;
 - (iii) 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
 - (iv) 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.
- (k) 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.

- (l) Program training plans will generally be valid for a two-year period, including the initial (partial) fiscal year.
 - (i) 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.
 - (ii) Students needing to change their training plans should meet with the Registrar.
 - (iii) Financially sponsored students who wish to update training plans must have written confirmation of approval from the sponsor before updating a training plan.
- (2) Secondary Students Applying to College Programs.
 - (a) To attend Dixie Tech, Secondary Students must:
 - (i) Be 16 years of age or older. Students who are under 16 will be considered for admission on a case-by-case basis and must show how enrollment at the College will support their overall education plan. All such admissions must be approved by the Chief Students Services Officer.
 - (ii) Prove their classification by providing a current high school transcript. If transcripts are not available, the Chief Student Services Officer may accept alternate documentation.
 - (iii) Meet College admission requirements.
 - (b) Secondary students may be admitted into accredited programs after meeting program admissions requirements and being officially accepted.
 - (c) Secondary students do not receive Title IV funding until proof of high school graduation or equivalent is submitted and approved.
 - (d) 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 Office may request further documentation including, but not limited to, proof of the institution's accreditation and verification of the applicant's completion status.
 - (e) It is the responsibility of the student to notify the High School of any change in their academic standing or program schedule.
- (3) 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) Students must be at least 14 years of age to enroll in short-term training courses.
- (g) Instructors shall ensure that all students attending class are registered and on the class roll.

(4) **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.

Prior Modifications: September 2021; January 2021; September 2020; June 2020; March 2020; September 2019; May 2019; March 2018