

# Davis Technical College

## Admissions and Registration Policy and Procedures

**Board of Trustees Approval 12/02/2021**  
President's Council Approval:11/15/2021  
**Board of Directors Approval: 09/24/20**  
President's Council Approval:11/12/2018  
Board of Directors Approval:12/06/2018

### 1. Purpose

1.1. This policy was written to inform students of the Davis Technical College's admissions requirements.

### 2. References

- 2.1. Utah Code 53B-2-106(2)(c) Direction of Instruction, Examination, Admission and Classification of Students
- 2.2. College Services to Students with Disabilities Policy
- 2.3. College Attendance Policy and Procedures
- 2.4. College Student Withdrawal Policy
- 2.5. College Transfer of Credit Policy and Procedures
- 2.6. Services for Students with Disabilities Policy
- 2.7. Federal Student Aid (FSA) Handbook Vol 1 Chapter 1 for student self-attestation of homeschool completion

### 3. Definitions

3.1. **Employer and Continuing Occupational Education** – Educational activities or experiences designed to assist in the development of knowledge and skills needed to maintain one's current professional occupation (as opposed to advancing one's career). Participants are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling.

3.2. **High School Transmittal** – A document provided by the high school referring secondary students to the college. Transmittals are typically provided by high school Career and Technical Education (CTE) Coordinators.

3.3. **International Student** – Foreign national students permitted to train in the United States under a specialized visa granted through Immigration and Customs Enforcement (ICE).

3.4. **Resident** – As outlined in Utah System of Technical Colleges Policy 204.6.5, the college operates on a non-credit basis and does not classify students by residency.

3.5. **Secondary Student** – A student who meets the following criteria during the fiscal year in which they are enrolled: 1) Is currently enrolled in grades 7-12 in a Utah public or private school; 2) Is not more

than 17 years old on or before September 1 or is documented as a retained senior or has been enrolled in less than grade 12 during the previous year and is no more than 19 years old on or before September 1; 3) Has not previously earned a high school diploma, certificate of high school completion, adult education secondary diploma, or a high school equivalency diploma (GED).

**3.6. Dual Enrolled Student** – A student who meets the definition of secondary student and is enrolled simultaneously at the College and a secondary school.

**3.7. Skill Development** – Foundational instruction offered to help students develop knowledge and skills required to meet program admission standards.

#### **4. Policy and Procedures**

##### **4.1. College Enrollment**

**4.1.1.** College advisement services will be available to assist students in enrollment, program planning and selection, scheduling, the college orientation, and completion.

**4.1.2.** Students seeking enrollment must have a high school diploma or meet one of the following criteria:

**4.1.2.1.** Evidence of passing score on the GED or similar, recognized by the US Department of Education;

**4.1.2.2.** Participation in and sponsorship by an adult education program with a recognized partner (e.g., Job Corps, Davis Adult Education, etc.);

**4.1.2.3.** College-level transcripts from an accredited college or university approved by the U.S. Department of Education with college level courses in math and/or English (as required by the program) with a grade that reflects the admission standard of the program as published on the program webpage.

**4.1.2.4.** Self-declaration of completion of home school secondary education.

**4.1.3.** Students must show program-readiness through admission assessment or through transcripts from a college or university approved by the U.S. Department of Education with college level courses in math and English with a grade that reflects the admission standard of the program as published on the program webpage.

**4.1.4.** Prior to enrollment, information regarding College services, refund policies, information technology requirements, and the cost of enrollment, tuition, fees, textbooks, materials and supplies will be made available to students.

**4.1.5.** Students must complete the College enrollment application and pay the enrollment fee for admission to the College.

**4.1.6.** The minimum age for post-secondary student enrollment is 18.

**4.1.7.** The College provides reasonable accommodations to students as described in the Services to Students with Disabilities policy.

**4.1.8.** Students will be admitted to the College without regard for race, color, ethnic background, national origin, religion, creed, age, disability, veteran status, sexual orientation or preference, or gender.

**4.1.9.** Due to federal requirements, the College is unable to accept international students.

**4.1.10.** Students 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 enroll if doing so conflicts with such restrictions. Failure to disclose legal obligations to the institution prior to enrollment may result in the student's immediate dismissal.

**4.1.10.1.** As defined in federal law, post-secondary educational institutions are required to report student Social Security Numbers (SSN) or Individual Taxpayer Identification Numbers (ITIN) to the Internal Revenue Service (IRS). This makes it necessary for the College to collect the SSN or ITIN of every student.

**4.1.10.1.1.** Students refusing to disclose his or her SSN to the college for this purpose by may complete a W9S form, and writing "refuse to provide" on the SSN or ITIN number line, but the IRS is then authorized to fine the student.

**4.1.10.1.2.** Students are responsible for providing their name as it appears on their Social Security card or Taxpayer Identification Number card.

**4.1.11.** New enrolled students will be required to participate in a College orientation to acquaint them with policies, functions, and personnel of the institution.

**4.1.12.** Vaccination records are not required for general admission to the College. However, program admissions/applications may include designated vaccination requirements.

## **4.2. Program Enrollment**

**4.2.1.** Admission to the College does not guarantee acceptance into a specific program.

**4.2.2.** Program admission requirements will be established to verify students have knowledge and skills required to be successful in a program.

**4.2.3.** Program admission requirements will be published on the program web page and available to students prior to enrollment.

**4.2.4.** Students enrolling in College programs must meet defined program admission and application requirements unless they are employed in a related field, in which case program admission requirements may be waived.

**4.2.4.1.** Educational transcripts, third-party examination results, and relevant documents related to educational and occupational experience may be used to meet all or part of program admission requirements as defined in the Transfer of Credit Policy and Procedures.

**4.2.4.2.** Secondary students may have testing waived based on current grades in math and reading.

**4.2.4.3.** Students who do not meet minimum program admission testing standards may take Skill Development courses to improve the knowledge and skills required for program admission.

**4.2.5.** Students enrolling in college programs will be assigned a program training plan outlining graduation requirements.

**4.2.5.1.** Program training plans will be valid for a four-year period, including the initial, and possibly partial, academic year.

**4.2.5.2.** After the end of the fourth academic year of a training plan, students must move to a current program training plan and are bound to the requirements of plan for graduation.

**4.2.5.2.1.** Students wishing to change their training plan voluntarily prior to the three-year period may do so by completing a Training Plan Update Request Form as designated in the Student Transfer of Credit Policy and Procedures.

**4.2.5.2.2.** By professional judgment and with approval from the Vice President for Instruction, exceptions to this rule will be made on a case-by-case basis. Documentation of the exception will be placed in the student's file, and a reasonable completion timeline established.

**4.2.6.** Students enrolling in College programs will be classified according to their stated training and occupational objectives.

**4.2.6.1.** Students may request reclassification of their training and occupational objectives or may be reclassified if additional information is received by the college.

**4.2.7.** Program orientations will be provided to new students defining faculty expectations of students, procedures, learning resources, use of technology, and technical support available.

### **4.3. Dual Enrollment Students**

**4.3.1.** Dual Enrolled Students will complete the application process and proceed with courses at the recommendation of a representative from their high school.

**4.3.2.** Dual Enrolled Students attending classes on a Davis Tech campus must be 16 years of age or older and in the 11th grade or better and prove their classification by providing current high school student identification, a high school transmittal, a report card, or a letter from the sponsoring high school. High school students attending Davis Tech classes on their high school campus are eligible for enrollment regardless of their age unless an age requirement exists in program-specific admissions policies.

**4.3.3.** Students must show program-readiness through admission assessment or through transcripts from their high school reflecting program-level courses in math and English with a grade that reflects the admission standard of the program as published on the program webpage.

**4.3.4.** Any changes to a training program for Dual Enrolled students attending during regular school hours requires documentation of the change from the student's current high school. Such documentation may include entries in the Transmittal system or written documents from school officials.

**4.3.5.** It is the responsibility of the student to notify the College of any change in secondary student status.

**4.3.6.** Students attending Davis Tech programs hosted on a high school campus may be admitted based on the recommendation of the hosting school's high school counselor/CTE Coordinator.

### **4.4. College Re-enrollment**

**4.4.1.** Students who return within 120 days must pay a re-enrollment fee. Students who return after 120 days must pay the standard College enrollment fee.

**4.4.2.** The College will evaluate student records for students who return to the College after withdrawal to determine if holds or restrictions exist. Any issues must be resolved prior to re-enrollment.

- 4.4.3. Students who re-enroll must meet current program admission requirements.
- 4.4.4. Students who withdraw from a program requiring an application must reapply to the program.
- 4.4.5. Students reenrolling after the beginning of the new program year (July 1) may resume the same training plan they were under when they left provided space is available and the date of reregistration occurs less six months after the start of the new fiscal year. In case, re-registrants must enroll in the most current program training plan.
- 4.4.6. Students reenrolling following disciplinary action or suspension may be required to meet certain readmissions conditions including behavioral contracts or mandatory training or such other stipulations as are appropriate to the infraction and may need to demonstrate to Student Service personnel he/she understands and will abide by the Student Code of Conduct.

**5. Approval**

- 5.1. Effective Date: 12/08/2014
- 5.2. Approved and updated 6/26/2018
- 5.3. Updated to clarify minimum age of enrollment and align with program requirements 9/28/2018
- 5.4. **Amended for USTC Policy 201 12/07/2018**