

## **DCTC Policy 3.4 Undergraduate Admissions**

### **Part 1. Policy Statement.**

Dakota County Technical College (DCTC) considers all applicants for admission regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, sexual orientation, or gender identity. The college follows an open-door admission policy, which means that any person who has graduated from an accredited high school, successfully completed a General Education Development (GED) examination, or who can demonstrate an Ability to Benefit is eligible for admission.

Students applying for admission to DCTC will need to submit their official high school transcript (or GED certificate). High school transcripts should be submitted confirming high school graduation. If an applicant is currently attending high school, an official high school transcript must be submitted following graduation. DCTC requires the student to indicate on their FAFSA as well as their application for admission that they either have or will graduate from high school.

If there is reason to believe that a student's high school diploma is not valid or was not obtained from an institution that provides secondary education, DCTC will:

1. Check with the high school to confirm the validity of the student's diploma; and/or
2. Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

DCTC has taken steps to ensure that lack of English skills will not pose a barrier to participating in the application, admissions, and enrollment process. These include provisions for communicating with student affairs personnel and a well-defined information and referral process.

### **Part 2. Definitions.**

#### **Subpart A. Admission**

"Admission" means a student's initial entrance into a Minnesota State college or university as a candidate for a certificate, diploma, or degree.

#### **Subpart B. International Student**

"International Student" means a student who is required to be registered under the Federal Student and Exchange Visitor Information System (SEVIS).

#### **Subpart C. Non-Degree Seeking Student**

A student who is not seeking a degree or certificate at the college. Non-degree seeking students are not eligible for financial aid.

#### **Subpart D. Visiting Student**

A student who is not admitted to the college but has registered for courses by creating an e-services account or through their e-services account at another Minnesota State institution.

#### **Subpart E. Ability to Benefit**

Basis on which a student without a high school diploma, a recognized equivalent, or a General Education Diploma may qualify for admission to the college. The placement test is the approved

Ability to Benefit test at DCTC. Students admitted through the Ability to Benefit provision are not eligible to receive federal financial aid.

**Related Documents:**

- DCTC Procedure 3.4.1 Admissions
- Minnesota State Board Policy 3.4 Undergraduate Admissions
- Minnesota State Board Procedure 3.4.1 Undergraduate Admissions
- Minnesota State Board Policy 3.5 Post-Secondary Enrollment Options (PSEO) Program
- Minnesota State Board Procedure 3.5.1 Post-Secondary Enrollment Options (PSEO) Program

**Responsible Administrator:** Vice President of Student Affairs

**Procedure History:**

Date of Adoption: May 17, 2017

Last Revision date: April 4, 2024

Date most recent procedure revisions go into effect: June 1, 2024

**Date and Subject of Revisions:**

04/04/2024: Updated language.

05/30/2017: New policy written in 2016-2017. Policy Committee Review Fall 2016 through Spring 2017.

Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review

12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017

through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.