

Dixie State University Policy

501 Admission to the Institution



I. Scope

- 1.1 All admission policies shall be applied without regard to race, color, ethnic background, national origin, religion, creed, age, citizenship, disability, sexual orientation, marital status, veteran status, or gender.
- 1.2 Admission policies to the University or any of its programs are formulated by the appropriate committees of the University, in accordance with the Utah State Board of Regents policies.
- 1.3 Admission to some programs within the University may be limited by outside agency standards, licensing requirements, limited capacity, high student demand, or program requirements.
- 1.4 All prospective students must apply through the Admission Office. No application to a specific program will be considered until the applicant has been admitted to the University.

II. Student Definitions

- 2.1 **Matriculated Student:** A student seeking a certificate or degree who has completed all admission application steps and has been accepted for admission.
- 2.2 **Non-Matriculated Student:** A student not seeking a certificate or degree; a student attending college classes for personal interest, enrichment, or growth; or a student who has not completed the admission process.
- 2.3 **New Student:** A matriculated student who has never attended any college or university, including students who earned credit before graduating from high school. These students are NOT concurrent enrollment or early enrollment students.
- 2.4 **Transfer Student:** A matriculated student who, after high school graduation, attended another college or university and did not attend Dixie State University.
- 2.5 **Returning Student:** A matriculated student who previously attended Dixie State University after high school graduation but has not attended in three or more semesters, including students who may have attended another college or

university since they were enrolled at Dixie State University.

- 2.6 Non-Degree Seeking / Personal Interest Student: A non-matriculated student attending college classes for personal interest, enrichment, or growth.
- 2.7 Concurrent Enrollment Student: A non-matriculated student enrolled in college courses for dual high school and college credit who continues to be enrolled as a high school junior or senior with a high school GPA of 3.0 or above when college enrollment occurs pursuant to a contractual agreement between a school district and Dixie State University.
- 2.8 House Bill 60 Student: A non-matriculated student auditing courses under House Bill 60 provisions.
- 2.9 International Student: A matriculated or non-matriculated student who is not a U.S. citizen and has not received immigrant status from the U.S. Immigration and Naturalization Service.
- 2.10 Early Enrollment Student: A matriculated or non-matriculated student who is currently enrolled in high school, is registered through the school district as a home school student, or is a minor officially released from state compulsory school attendance requirements. These students are NOT concurrent enrollment students.

III. Admission Procedures

- 3.1 All students applying for admission to Dixie State University must complete the admission procedural steps specified for their individual application status as follows:
 - 3.2 New Freshmen Students
 - 3.2.1 Submit an official high school transcript or high school graduation equivalency (GED).
 - 3.2.2 Submit ACT, SAT, or Accuplacer scores.
 - 3.2.3 Submit admission application.
 - 3.2.4 Pay the non-refundable application fee.
 - 3.3 Transfer Students
 - 3.3.1 Transfer students with less than 24 credits earned after high school graduation.

- 3.3.1.1 Submit an official high school transcript or high school graduation equivalency (GED).
- 3.3.1.2 Submit ACT, SAT, or Accuplacer scores.
- 3.3.1.3 Submit an official transcript from each college or university previously attended sent directly from that college or university to the Dixie State University Admission Office.
- 3.3.1.4 Submit admission application.
- 3.3.1.5 Pay the non-refundable application fee.
- 3.3.2 Transfer students with 24 or more credits earned after high school graduation:
 - 3.3.2.1 Submit an official transcript from each college or university previously attended sent directly from that college or university to the Dixie State University Admission Office.
 - 3.3.2.2 Submit admission application.
 - 3.3.2.3 Pay the non-refundable application fee.
- 3.4 Returning Students
 - 3.4.1 Submit a readmission application.
 - 3.4.2 Pay the non-refundable fee.
 - 3.4.2.1 Returning students who have attended another college or university since attending Dixie State University must submit an official transcript from each college or university previously attended sent directly from that college or university to the Dixie State University Admission Office.
- 3.5 Non-Degree Seeking Personal Interest Students.
 - 3.5.1 Submit an application form.
 - 3.5.2 Pay a non-refundable processing fee.
- 3.6 Concurrent Enrollment Students
 - 3.6.1 Demonstrate college readiness by submitting ACT, SAT, or Accuplacer scores.

- 3.6.2 Submit an application form.
- 3.6.3 Pay a non-refundable application fee.
- 3.6.4 Submit a parent/guardian permission form.
 - 3.6.4.1 Emancipated minors may submit court documentation showing such status in lieu of parent/guardian permission.
- 3.7 House Bill 60 Students
 - 3.7.1 Submit an application form.
 - 3.7.2 Pay a non-refundable application fee.
- 3.8 International Students
 - 3.8.1 Submit an admission application.
 - 3.8.2 Submit official secondary school transcripts.
 - 3.8.3 In order to receive college credit for college courses completed outside the U.S., all college transcripts must be submitted through an approved credentials service.
 - 3.8.4 Pay a non-refundable application fee.
 - 3.8.5 Submit TOEFL scores or Michigan Proficiency Test scores to the Admission Office.
 - 3.8.5.1 Students not meeting the minimum test score requirements will be admitted conditionally, must enroll in the appropriate ESOL level courses, and will be limited in registering for other college coursework.
 - 3.8.5.2 Upon completion of ESOL level V and submission of ACT, SAT, or Accuplacer test scores, the student can be admitted as a matriculated degree-seeking student and allowed to take regular college coursework.
 - 3.8.6 Submit required finance statement verifying ability to meet minimum educational and living expenses.
 - 3.8.7 Submit proof of health insurance and meet other mandated health requirements.

3.9 Early Enrollment Students

3.9.1 Submit an admission application.

3.9.2 Demonstrate college readiness by submitting ACT, SAT, or Accuplacer scores equivalent to the ACT minimums posted in the University catalog for early enrollment students.

3.9.3 Submit from one of the following:

3.9.3.1 A letter from their local school district stating that the student has been approved to take college classes.

3.9.3.1.1 A high school transcript must accompany this letter.

3.9.3.2 A letter from their local school district stating that the student has been released from compulsory education.

3.9.3.3 A letter from their local school district certifying that the student is a home school student for that year.

3.9.3.3.1 Home school students must supply such certification each year until their class graduates from high school.

3.9.3.4 Submit a parent/guardian permission form.

3.9.3.4.1 Emancipated minors may submit court documentation showing such status in lieu of parent/guardian permission.

3.10 Some academic programs may have more stringent admission procedures and requirements.

3.11 Students who do not complete the admission process or who do not enroll in classes after completing the admission process may be charged a readmission fee upon reactivation.

Policy Owner: Student Services, VP

History:

Approved 4/26/96

Revised 3/16/00

Revised 1/23/04

Revised 1/22/10