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<b>POLICY</b>		Approval: President’s Cabinet	
Title			
<b>ADMISSIONS, SCHEDULE REACTIVATION, AND WITHDRAWALS</b>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to provide information on the College’s admissions, schedule reactivation, and withdrawal requirements.

**2. POLICY**

It is the policy of the College to provide individuals with processes for admissions, schedule reactivation, and withdrawal.

**3. DEFINITIONS**

**3.1 Articulated Credit:** Credit from another institution accepted per articulation agreements between the College and the institution.

**3.2 Dual-enrolled Student:** A student who meets the definition of a secondary student and is enrolled simultaneously at the College and a secondary school.

**3.3 Eligible Secondary Student:** For purposes of this policy, defined as a student who is at least 16 years of age or has completed their 10<sup>th</sup> grade year of high school. Students enrolled at the Ogden Technical High School may access approved programs during their 10th grade year of high school.

**3.3.1** The student, regardless of age, shall not have been conferred a high school diploma, certificate of completion, adult education secondary diploma, high school equivalency diploma, or a secondary school completion credential for home school.

**3.3.2** The student shall be no more than 18 years old on or before September 1 of the fiscal year in which they enrolled at the college.

**3.3.3** A student who does not meet the age requirement shall be considered a secondary student if:

**3.3.3.1** the student is a retained senior who has been enrolled in less than

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grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year in which they are enrolled at the College; or

**3.3.3.2** the student meets the definition of a student with a disability under UCA 53E-7-201(1) and is no more than 21 years old on or before September 1 of the fiscal year in which they enrolled at the college. For a student turning 22 years old after September 1 but prior to December 31, their classification as a secondary student shall extend to the beginning of the college's winter holiday. For a student turning 22 after December 31, their classification as a secondary student shall extend to the end of the fiscal year.

**3.4 International Student:** A student who is a foreign national and permitted to train in the United States under a specialized visa granted through Immigration and Customs Enforcement (ICE).

**3.5 Transfer Credit:** Credit from another institution reviewed and approved by an instructor as meeting program requirements.

**4. REFERENCES**

- Internal Revenue Service Code, Section 6109
- Utah Administrative Code, Rule R277-419, Pupil Accounting
- Utah Code Annotated, 53E-7-201(8) – Public Education System, State Administration, Special Education
- Utah Code Annotated, 53B-9-101, Higher Education for Senior Citizens
- Utah Board of Higher Education, Technical College policies, #200, Program/Course Approval and Reporting
- Utah Board of Higher Education policy, #R510 - Tuition
- Utah Board of Higher Education, Technical College policies, #205, Student Enrollment and Outcome Reporting

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**1. General Guidelines**

- 1.1 The College does not guarantee acceptance into specific programs. Students must meet admissions requirements when applicable.
- 1.2 Prior to enrollment, information will be made available to students regarding the cost of attendance including tuition, fees, textbooks, materials, and supplies.
- 1.3 Students enrolling in college programs/courses shall be classified according to their stated training and enrollment objectives and shall be required to select an outline that is current and active.
- 1.4 Students seeking a program certificate shall be required to move to an updated program outline if they have not completed their program certificate within three fiscal years from initial enrollment. The college reserves the right to shorten the period to two years for the teach out of clock hour programs.
- 1.5 The College reserves the right to update the program certificate outline to the current plan if the student's stated enrollment objective is anything other than seeking a program certificate.
- 1.6 The College shall provide reasonable teach-out if a program certificate outline or course is discontinued.
- 1.7 Students enrolling in college programs/courses shall be required to complete a new student orientation to acquaint themselves with College services, policies, and procedures.
- 1.8 The College is committed to providing reasonable accommodations in compliance with the Americans with Disability Act.
- 1.9 Vaccination records are not required for general admission to the College. However, some programs may require vaccinations.
- 1.10 Due to federal requirements, the College is unable to accept international students.

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**1.11** Students will only be issued a 1098-T tax statement if they provide a valid social security number or Individual Taxpayer Identification Number (ITIN).

**2. Adult Students**

**2.1** Assessment services including testing, career guidance, and counseling may be used to determine a potential student's employability, abilities, needs, and interests, as deemed necessary. A photo ID is required for assessment.

**2.2** Students in clock hour outlines who are seeking a program certificate must be scheduled a minimum of 12 hours per week. Students seeking exceptions should meet with their program counselor.

**2.3** Students in credit hour outlines shall elect to attend either full time or part time. Some programs may provide for a limited schedule based on the program's availability.

**2.3** Utah residents who have reached 62 years of age or are veterans as defined in Utah Code Section 68-3-12.5 may enroll in classes for which they may be qualified, on the basis of surplus space in regularly scheduled classes, under an audit waiver. Students on an audit waiver will not receive course or program credit.

**3. Eligible Secondary Students**

**3.1** On-campus Classes: Students who are 16 years of age or completed their 10<sup>th</sup> grade year of high school, or have completed their 9th grade year if enrolled at Ogden Technical High School, may be dual-enrolled at the College, attending on-campus day/evening courses during the school year with authorization from a high school representative. High school authorization is not required if the student is a homeschool student or chooses to enroll at the College outside of the regular school day/year.

**3.2** Off-campus Classes: Secondary students attending a college class at a high school campus are eligible for dual-enrollment regardless of age.

**3.3** Per program requirements, students will either pay an annual high school fee or

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must purchase required books and supplies.

**3.4** Some programs have specific age requirements that may prevent otherwise eligible secondary students from enrolling.

**3.5** The high school representative or the student shall provide the College with a transcript.

**3.6** If College transfer/articulated credit is requested, the official transcript must be provided.

**4. Admissions and Schedule Reactivation**

**4.1** New enrolled adult students may be charged a non-refundable enrollment fee. The fee is good for one year from charge date if the student never commences courses.

**4.2** Students who end their course schedule and return after one (1) year shall be charged a non-refundable enrollment fee.

**4.3** Students who have not had a course schedule for six months or longer shall be required to update their assigned certificate to the current version upon returning into the same program. This may make some of the students' completed classes obsolete. Exceptions may be considered on a case-by-case basis by College administration.

**4.4** Students with an outstanding balance shall be allowed to return when all past-due tuition and fees are paid in full.

**5. Request for Re-Admission and/or Trespass Rescind Request**

**5.1** If a student has been suspended or barred from entry onto college property for an indefinite amount of time, the student may request readmission after the given predetermined length of time or after one year if a length of time was not given.

**5.2** For re-admission, the student must provide a written request to the student services director. The request must contain reason(s), in detail, why the College should consider allowing re-admission and/or rescind the trespass order.

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- 5.3 The student services director or designated director shall review the request with the appropriate director, program coordinator, SAIT team, Security Department, and/or administration to make a determination. Students may be asked to provide additional documentation in support of their case.
- 5.4 A decision will be made within 30 days from the student's written request and receipt of any documentation deemed necessary to process the request. The student will be notified in writing of the decision.

**6. College-Initiated Course Scheduling End**

The College may end a student's course schedule when:

- 6.1 a student enrolled in an up-front course fails to pay for their account balance in full by the specified time on their first scheduled day of the course.
- 6.2 a student is suspended.

**7. Student-Initiated Course Scheduling End:**

- 7.1 If a student ends their course schedule by completing the online withdrawal form, the student will be responsible to repay for that course in full upon rescheduling.
- 7.2 If a student does not return to their course within one year from their last active course scheduled date, they will be responsible to repay their enrollment fee.

**8. College Withdrawal**

Students are considered withdrawn from the college when:

- 8.1 their instructors have verified they have completed their program and sent the completion evaluation to the registrar, or
- 8.2 the student has not re-scheduled their course/program within six months from the end of their schedule.