

CP 3-4: Admissions Policy

COLLEGE PROCEDURE CP 3-4

APPROVED: September 1, 2020

EFFECTIVE: September 1, 2020

REFERENCES: BP 3-4, NCCU Standard 2.C.3

Dawson Community College maintains an open admissions policy for those who are 16 years or older. Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints concerning these matters should be brought to the attention of Leslie Weldon, Vice President of Human Resources and Advancement, Title IX Coordinator. Telephone: (406) 377-9412 Office: 112. Mailing address: Leslie Weldon, Vice President of Human Resources and Advancement, 300 College Drive, Glendive, MT 59330.

Anyone, 16 years of age or older must be admitted per the following Banner admit codes and student types, per Montana Office of Commissioner of Higher Education (OCHE) definitions.

PROCEDURE:

Degree Seeking Student Admission Requirements

First Time Student Admission

First time students are students who have never attended another college or university that plan to earn a degree or certificate at DCC

For degree seeking first time students, a complete admission file includes the following:

- A completed DCC Admissions Application;
- An application fee of \$30 (non-refundable, one-time);
- An official and complete high school transcript from an accredited high school, or home school, with graduation date posted, or an official state issued equivalency transcript (GED, HiSET, TASC). Homeschooled graduates must also provide documentation stating compliance with the state law in which their home school was located (i.e., letter from the County Superintendent of

Schools, State Superintendents of Public Instruction, etc., on their letterhead) or a state issued diploma;

- Official transcripts for any college credit earned during high school as a dual enrollment student, if applicable
- ACT/SAT for recent high school graduates (ACT preferred);
- ACCUPLACER Test scores
- Proof of two MMR immunizations (if born after December 31, 1956; proof of age if born before January 1, 1957).

Transfer Student Admission

Transfer students are students who have attended another college or university that plan to earn a degree or certificate at DCC

For degree seeking transfer students a complete admission file includes:

- A completed DCC Admissions Application; if transferring from a Montana College/University there is the option of completing the MUS Request for Transmittal, and submit it with an \$8 fee to the registrar office at the school they have previously attended;
- An application fee of \$30 (non-refundable, one-time);
- An official and complete high school transcript from an accredited high school, or home school, with graduation date posted, or an official state issued equivalency transcript (GED, HiSET, TASC). Homeschooled graduates must also provide documentation stating compliance with the state law in which their home school was located (i.e., letter from the County Superintendent of Schools, State Superintendent of Public Instruction, etc., on their letterhead) or a state issued diploma;
- Official transcripts from ALL previously attended colleges;
- ACT/SAT for recent high school graduates (ACT preferred) and/or ACCUPLACER test scores;
- Proof of two MMR immunizations (if born after December 31, 1956; proof of age if born before January 1, 1957).

International Student Admission

International students are students who live outside of the United States and are not US citizens. These students may be first time student or transfer students that plan to earn a degree or certificate at DCC In addition to the degree seeking admissions standards, international students are required to certify their proficiency in English by having an official copy of their TOEFL or IELTS scores sent to Dawson Community College.

For International Students, a complete admission file includes:

- A completed DCC Admissions Application;
- An application fee of \$30 (non-refundable, one-time);
- An international paperwork processing fee of \$70 (non-refundable, one-time);
- A complete high school transcript sent from the accredited high school after the student has graduated; must be accompanied by an official translation if not in English;
- Official transcripts from each previously attended college, if applicable, must be sent directly to the Dawson Community College Office of Admissions; must be accompanied by an official translation if not in English;
- Applicants whose native language is not English are required to submit official results on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam. The minimum score accepted is 500 on the paper test; 173 on the computerized

test; and 61 on the internet-based test. The minimum score accepted for IELTS is an average of 5.5;

- Physician-validated record of two MMR vaccinations, diphtheria, tetanus, and skin testing for tuberculosis (if born after December 31, 1956; proof of age if born before January 1, 1957); must be accompanied by an official translation if not in English.
- A completed 'DCC Source of Support Form' with accompanying financial documentation, which certifies that funding is available to cover all estimated expenses for one calendar year. This documentation should consist of an original bank or employer's letter on official letterhead. Photocopies of financial documentation are not acceptable;
- A completed Student Housing application;
- A non-refundable \$150 housing application fee.

NOTE: Dawson Community College reserves the right to request students' proof of English proficiency even if they are from an English-speaking country.

Non-Degree Seeking Student Admission

For students taking fewer than 12 credits, who are not seeking to obtain a degree from Dawson Community College, a complete admission file includes:

- A completed DCC Admissions Application or Application for Admission form for non-degree students;
- An application fee of \$30 (non-refundable, one-time);
- Proof of two MMR immunizations (if born after December 31, 1956; proof of age if born before January 1, 1957), if taking six or more credits on-campus.

Dual Enrollment Admission

Dual enrollment classes offer students an opportunity to earn high school and college credit at the same time. Classes may take place on the DCC campus (Early Start) or at the local high school (Concurrent Credit). High school juniors and seniors and other students over the age of 16 shall talk to their high school counselor to confirm their eligibility.

For Dual Enrollment (Concurrent Credit and Early Start) a complete admission file includes:

- A fully completed Dual Enrollment Application;
- Proof of two MMR immunizations (if born after December 31, 1956; proof of age if born before January 1, 1957), if taking six or more credits on-campus as an Early Start student;
- Approval from High School Principal/Counselor if enrolling in a day course.

Re-Admit Student

Students who are:

- Former/previous applicants who were accepted for attendance at DCC but chose to move his/her application forward to the next semester.
- Former/previous degree-seeking DCC students who have NOT attended classes at DCC for six (6) months or more;
- Former/previous degree-seeking students who attended another college or university since last enrolling at DCC;
- Former/previous student who has recently graduated from DCC;

Former/previous degree-seeking DCC students who were suspended from DCC for academic or disciplinary reasons (regardless of length of time elapsed since last enrolling at DCC). In addition to completing appropriate documentation, suspended students must attach a carefully prepared “plan” outlining: (a) how the student will improve his/her academic performance if readmitted; and (b) the student’s education and career goals, including detailed plans for goal attainment.

A complete application includes the following components:

- Completed Re-Admittance application submitted (mail, delivered, web) to the Admission Office.
- Official transcripts from each college attended after last enrolled at DCC; must be sent directly to the Dawson Community College Office of Admissions. International student transcripts not in English must be accompanied by an official translation from an outside source such as <https://www.wes.org/>. Transcripts submitted cannot be released or duplicated, as they remain the property of the originating institution.
- Any component listed under ‘degree seeking’ not previously provided.

Evidence of Immunization

Students who were born after December 31, 1956 and who plan to register for six (6) or more credits on campus, as required by Montana state law, must show proof of immunization against measles and rubella on or after their first birthday and after December 31, 1967. Immunizations that were administered after June 11, 1993 must be measles/mumps/rubella (MMR). The record must be signed by a physician, health agency, or school official. The date (day/month/year) of the immunizations must be included. International Students must also show a physician validated immunization record for diphtheria, tetanus, and skin testing for tuberculosis; must be accompanied by an official translation if not in English. To learn of exceptions, contact Admissions at 406-337-9400 or admissions@dawson.edu.

SCOPE These procedures apply to Dawson Community College.
History: 9/1/2020, 6/18/1973, fall quarter 1976, 3/27/1989, 12/18/2001, 12/19/2005, 4/26/2011, 3/19/2013, 09/01/2020