

## **Admissions Policy**

Date: April 10, 2023

Revised: April 10, 2023

Effective: April 10, 2023

Department: Admissions

### **Introduction**

Dunwoody believes that selecting students from a talented group of applicants requires a very careful, individual, overall assessment of each student's application materials. Each application is reviewed in its entirety and applications are carefully considered.

### **Scope**

The Admission Policy applies to all students who apply to Dunwoody College of Technology.

### **Admissions Requirements Policy**

Admission decisions are based on a very careful, overall assessment of each student's academic preparation and performance, as well as the additional information provided in the application, based on the primary and secondary factors listed below. Although the strongest consideration in the decision is given to the primary factors, no single factor is the deciding factor in the decision.

#### **Primary Factors:**

- Coursework through high school graduation
- Performance in previous college-level coursework (if applicable)
- Grade Point Average
- ACT, SAT, or PSAT scores (if available)

#### **Secondary Factors:**

- Outstanding talent, achievement, or aptitude in a particular area
- Military service
- Evidence of having overcome social, economic, or physical barriers to educational achievement
- Significant responsibility in a family, community, job, or activity

\*Additional requirements may be required for certain programs.

### **Diploma Verification Policy**

All students accepted for admission into Dunwoody College of Technology are required to provide the Admissions Office with either:

- A final, official high school transcript (with a graduation date)
- A GED score from a recognized GED testing center

**Acceptable Formats:**

- Students may request that their school mail, directly to Dunwoody, an official transcript (Dunwoody must receive the transcript in a sealed envelope).
- Dunwoody will accept faxed transcripts if the fax is directly from the high school.
- Students may bring a transcript directly to Dunwoody; it is only acceptable if given to Dunwoody Admissions personnel in a sealed envelope.
- Electronic transcripts sent through a verified agency.

\*Dunwoody checks each transcript for the school seal and/or signature to determine if the transcript is official.

**Validating Suspicious Diplomas:**

- A transcript received without a CEEB (College Entrance Examination Board) code will need to be reviewed by the Director of Admissions to determine if the school is recognized by the Department of Education.
- Dunwoody may also check the appropriate regional accrediting commissions in the United States.
- Dunwoody may contact the school in question to perform an education verification on the student to ensure the validity of the diploma granting school.
- If it is determined that a school is not recognized by the Department of Education or has no physical address, then that applicant will be required to submit a GED prior to evaluation of their application.

**Home Schooled Students:**

Homeschools issue their own transcripts and diplomas. The Minnesota Department of Education does not certify or validate these. For out of state homeschool transcripts, Dunwoody may require documentation demonstrating that the transcript was issued from their state-approved program. Homeschool transcripts issued by the educator must contain the following:

- Courses
- Graduation Date
- Cumulative GPA
- ACT or SAT scores are recommended

**International Students:**

Generally, a certified translated transcript and a transcript in the original language is required. Students who, for any reason, are unable to present us with an official transcript from their home country are required to take the GED.

**Ability to Benefit Policy**

To be eligible for financial aid funds, a student must be qualified to study at the postsecondary level as required by the Higher Education Amendments of 1992 (Ability to Benefit-ATB criteria).

Dunwoody uses the following criteria to determine qualification and ability to benefit:

- A student with an official high school diploma/transcript or its equivalent.
- Recognized alternative equivalents are a General Education Development (GED) certificate, certificate of homeschool completion (through the high school level), or a postsecondary accredited academic transcript with at least 60 credit hours.