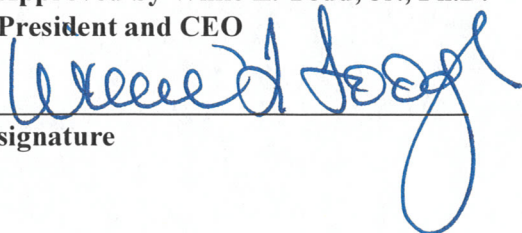




Approved by Willie L. Todd, Jr., Ph.D.
President and CEO


signature

Policy Name: College Admission Policy

Policy Number # 03.50.02.03

Date 05/15/2023

Review Date 04/25/2023



Administrative Policy #03.50.02.03 (2022) – College Admission

Policy Title: College Admission

Policy Type: Administrative Policy

Policy No.: 03.50.02.03

Legal Authority: Open admission colleges as required 1976 Code of Laws of South Carolina, as amended.

State Board Policy: 3-2-101; 3-2-103

Approval Date: October 31, 2022

Responsible Office: Office of Admissions and Recruitment

Responsible Executive: Vice President for Student Affairs

Applies to: All applicants (freshmen, transfer, readmit, associate degree, certification)

POLICY STATEMENT

The admissions criteria are specific to first-time freshmen a student that has never attended college. Denmark Technical College (DTC) accepts students with accredited or high school equivalency diplomas upon completing the General Education Development (GED).

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DENMARK TECHNICAL COLLEGE

Purpose: To establish a policy governing the college's admission process and policy at Denmark Technical College.

Scope: These policies, guidelines, and procedures are applicable to all applicants (new freshman, readmit, transfer) attempting to gain admission at Denmark Technical College.

Admissions Application Process: To complete the admission process at Denmark Technical College prospective students must submit the following credentials:

- Complete the Application for Admission (paper or online)
- Non-refundable \$10 application fee is payable by credit card, money order, or cashier's check. Fee waivers may be requested by emailing whitel@denmarktech.edu Personal checks are not accepted.
- Official high school transcript or GED certificate (New Freshman)
- College Transcripts for (transfer students)
- Test score results from the Scholastic Aptitude Test (SAT), American College Test (ACT), or Accuplacer

Mail transcript(s) to:

1126 Solomon Blatt Blvd., Denmark, SC 29042

Or electronic delivery to admissions@denmarktech.edu

Admissions Touch Points

1. Students submit an online application
2. College President sends an initial congratulatory acknowledgment
3. The Vice President of Student Affairs sends a welcome email providing campus resources
4. The Director of Admissions and Recruitment will email the admission checklist
5. Recruiters will conduct an initial follow-up telephone.

CONTACT(S)

The Office of Admissions and Recruitment officially interprets this policy and is responsible for obtaining approval for any revising. Any questions regarding this policy should be directed to the Office of Admissions and Recruitment.



STAKEHOLDER(S)

Potential Students, College community

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Student Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the policy library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- **Next Scheduled Review:** October 31, 2025
- **Approval by College Cabinet** October 31, 2022
- **Revision History:** N/A
- **Supersedes:** N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.