

STUDENT ADMISSION POLICY FOR FULL-TIME PROGRAMS

POLICY

I. Purpose

The purpose of this policy is to set out in written form the eligibility requirements and guidelines for admitting students to Tulsa Tech full time programs.

II. Policy

It is the policy of the Board of Education of Tulsa County Area Vocational-Technical School District No. 18 that no person shall on the grounds of race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any education program or service or any other activity for which the Board is responsible.

Secondary students residing within the District must be regularly enrolled in a public or private high school located in Tulsa County Area Vocational-Technical School District No. 18, homeschooled, or enrolled in an accredited virtual learning academy in order to attend a Tulsa Tech program tuition free.

Secondary students residing out of the District must make application to the Assistant Superintendent for Instruction or his/her designee for admission and shall be responsible for paying tuition. (With the exception of those covered by Reciprocity Agreements.)

Secondary and adult students are admitted to programs on the basis of their career interest and academic preparedness. Excessive absences, unsatisfactory progress and/or non-completion of prior coursework, or disciplinary infractions may restrict an applicant from future enrollment.

Career advisement will be provided at the time of application and a professional judgment made based on the future employability of the applicant. Felony convictions may preclude an applicant from admission. Failure to provide honest and truthful information on the application will result in dismissal from the school.

Students may be admitted to specific programs on an advanced standing status provided they meet certain criteria.

APPROVED BY THE BOARD OF EDUCATION on the 13th day of August, 2012.

TULSA VO-TECH SCHOOL DISTRICT
NO. 18 BOARD OF EDUCATION

President

Attest:

Secretary (Clerk)

PROCEDURES

SECTION 2.0 APPEAL PROCEDURES FOR PERSONS DENIED ADMISSION TO DISTRICT OR TO FULL-TIME PROGRAMS

The purpose of these procedures is to establish written guidelines to be followed if a person seeks to appeal a decision to deny him/her admission to a full-time program pursuant to the Board of Education "Student Admission Policy For Full-Time Programs".

2.1 GENERAL INFORMATION

- A. Any person seeking admission to the District or to a full-time program has the right to appeal a denial of admission as set forth in these procedures.
- B. The purpose of these guidelines is to provide due process procedures for the appeal of admission denial decisions.
- C. All aspects of the appeal process shall be kept confidential. Only those individuals directly involved are to have access to any names or information.
- D. No reprisals of any kind shall be taken by the administration, faculty or any employee against any person seeking admission because the person is involved directly or indirectly in an appeal.
- E. Unless otherwise mutually agreed, the time limitations for appeal are binding on both the person seeking admission and the District.

2.2 FILING AN APPEAL

- A. A person denied admission shall file a written request for an admission appeal on an approved form. The appeal request shall be filed with the Director of Student Services if admission is denied to the District or with the Campus Director if admission is denied to a program. This request form must be filed within fifteen (15 days) following denial of admission to District programs.
- B. The request for an appeal must be completed with the following:
 - 1. A brief statement of the basis for appeal

2. A statement why person appealing believes the decision was incorrect.

2.3 APPEAL RESPONSE

- A. The Campus Director or the Director of Student Services, as appropriate, will convene a meeting of the Appeal Committee if deemed necessary.
- B. The Appeal Committee consists of:
 - a. Chairperson is the Director of Student Services if admission is denied to the District. If admission is denied to a program, the Campus Director will serve as chairperson. If the appeal involves a complaint against the Director, the chairperson will be appointed by the Superintendent or his/her designee.
 - b. A representative from the Admissions Office.
 - c. The Assistant Superintendent for Instructional Support Services.
- C. Notice of the date, time, and place for the Appeal Hearing shall be sent by mail to the person seeking admission or parent/guardian of secondary students under eighteen years of age seeking admission.
- D. The Appeal Hearing will be closed. Only members of the Appeal Committee, the person seeking admission, parent/guardian of a secondary student under eighteen years of age seeking admission, the person the complaint is against, and that person's supervisor, may be present for the entire meeting.
- E. The Appeal Hearing shall provide an opportunity for the person seeking admission to present a statement.
- F. The Appeal Committee will make a decision regarding the appeal. Written notification will be sent to the appellant.
- G. The decision of the Appeal Committee is final.

APPROVED: _____
Superintendent

DATE: _____