

**STUDENT ADMISSION POLICY AND PROCEDURES
FOR FULL-TIME PROGRAMS**

Secondary Students – Full-time Programs

Eligible secondary students may enroll in approved full-time programs with authorization from their sending school.

Home school students may enroll provided they are eligible and provide an affidavit and any other documentation, as requested, attesting to the grade level of their academic studies.

Credit is granted by each sending school for all programs and courses approved for such credit. The amount of credit is set and approved by each sending school in accordance with the rules set by the Oklahoma State Department of Education and the Oklahoma State Department of Career and Technology Education.

Post-secondary Students – Full-time Programs

Adult students are eligible to enroll in approved full-time programs based on student interest and ability for the student to benefit from career and technical education. Adults will be required to meet minimum admission criteria prior to enrollment and/or placement on the waiting list, including a high school diploma or equivalent. Additional admission criteria are unique to each program. Some programs may require completion of additional applications, background checks, immunization records, assessments, etc. Admission standards for each program are available in the career counselor's office.

Adult Career and Community Development

Students enrolling in Adult Career and Community Development classes must be at least sixteen years of age. Consideration may be given to students less than sixteen years of age provided they enroll and attend with their parent or guardian and obtain prior administrative approval. Some courses may have additional admission requirements and prerequisites. Admission requirements are available in the adult career and community development office.

Special Needs Students

Secondary students identified under the provisions of the Individuals with Disabilities Education Act (IDEA) for special education purposes shall have an Individualized Education Program (IEP) on file prior to enrollment and participation in approved full-time programs. The student's IEP will be developed with the participation of an appropriate Canadian Valley Technology Center representative after an appropriate evaluation of the student.

Post-secondary students choosing to enroll through Vocational Rehabilitation shall have undergone a complete diagnostic exam at the Vocational Rehabilitation Testing Center prior to enrollment and participation in any program and/or class at Canadian Valley Technology Center. Enrollment and participation are contingent upon the student's ability to benefit and agreement with the appropriate Vocational Rehabilitation representative and the appropriate Canadian Valley Technology Center representative.

Continued enrollment, attendance requirements, and discipline for secondary or post-secondary students shall be applied within the parameters of all relevant statutes, regulations, and board policies.

Project Connect

Students must be referred from Canadian Valley Technology Center partner school districts. Secondary students referred must be at least 16 years of age, or turning 16 within the first nine weeks of enrollment, and not older than 19 years of age. Referred students are assessed for basic academic skill levels. Admittance is based on the ability to benefit from the program and services offered.

Readmission

Students who have withdrawn or been removed from any program or course for academic, attendance, or disciplinary reason(s) must have administrative approval prior to being admitted or readmitted to any program or course.

Admission Priority

Students will be enrolled and/or placed on a waiting list in the following priority provided they meet the entrance requirements for the program or course.

1. Current students continuing enrollment in their program of study.
2. In-district incoming junior and senior high school students enrolling for the first time. (in the case of academies, in-district incoming sophomores enrolling for the first time.)
3. In-district adult residents enrolling for the first time.
4. In-district CVTech graduating students enrolling in a new program upon successful completion of a current program.
5. Residents of other technology center districts
6. Residents outside an Oklahoma technology center district.

English Proficiency

Non-native English speakers must present evidence of proficiency in the English language for enrollment in some programs. Verification of English language competence includes a passing score on the Test of English as a Foreign Language (TOEFL) as a condition of enrollment.

Advanced Standing

Students may be admitted to specified programs on an advanced standing status provided they meet certain criteria. Students transferring into CV Tech from another institution will be granted a maximum of 50% of program requirements towards advanced standing. The superintendent or designee may, in his/her best judgment, authorize exceptions to this rule for good cause shown.

Appeal Procedures

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's above policy.

General Information

Any person seeking admission to the technology center or to a full-time program has the right to appeal a denial of admission as set forth in these procedures. The purpose of these guidelines is to provide due process procedures for the appeal of admission denial decisions. All aspects of the appeal process shall be kept confidential. Only those individuals directly involved are to have

access to any names or information. 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. Unless otherwise mutually agreed, the time limitations for appeal are binding on both the person seeking admission and the technology center.

Filing an Appeal

A person denied admission shall file a letter request for an admission appeal hearing. The appeal hearing request shall be filed with the superintendent if admission is denied to the technology center or with the campus director if admission is denied to a program. This request must be filed after receipt of notification of denial of admission to the technology center or a program. The request for an appeal hearing must be completed with the following: (1) a brief statement of the basis for the appeal; and (2) a statement of why the person appealing believes the decision was incorrect.

Appeal Hearing

Within fifteen (15) school days of the receipt of the appeal request form, the superintendent or the campus director, as appropriate to the appeal, will convene a meeting of the appeal committee. The appeal committee consists of:

1. Voting members:
 - A. Chairperson is the superintendent (or designee) if admission is denied to the technology center.
 - B. The assistant superintendent.
 - C. A representative from the personnel department.
2. Non-voting member: recording secretary appointed by the chairperson.

Notice of the date, time and place for the appeal hearing shall be sent by U.S. Certified Mail to the person seeking admission or parent/guardian of secondary students under 18 years of age seeking admission. The appeal hearing will be closed. Only members of the appeal committee, the person seeking admission, parent/guardian of a secondary student under 18 years of age seeking admission, the person the complaint is against, and that person's supervisor, may be present for the entire meeting. The appeal hearing shall provide an opportunity for the person seeking admission to present a statement. The appeal committee will make a decision regarding the appeal by secret ballot. The recording secretary will record the votes in the minutes and give the results to the chairperson who will announce the results. Written notification will be sent by U.S. Certified Mail to the appellant. Minutes will be made available to the student or parent/guardian upon written request to the appeal committee chairperson. The decision of the appeal committee is final.

² For each video tape or DVD copy requested, requestor must supply a new, blank standard VHS tape or DVD.

³ For each audio tape copy requested, requestor must supply a new, blank standard audio cassette tape(s) or CD. No mini-audio cassette tapes will be accepted.