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# ADMISSIONS

## ADMISSION POLICY

SLCC welcomes students for admission to any course of study for which their qualifications indicate they can benefit, without regard to age, marital status, race, color, creed, gender, sexual preference, national origin, disability, or status as a disabled veteran or veteran of the Vietnam era.

## RESIDENCY CLASSIFICATION

All individuals are encouraged to apply for admissions to SLCC. Following applicable state laws, Enrollment Services classifies all applicants for admission as either residents or non-residents for tuition purposes. Visit <http://www.slcc.edu> for specific information regarding residency, or e-mail [willow.bowen@slcc.edu](mailto:willow.bowen@slcc.edu).

Students making application under the Utah state law (HB 144) "Exemption From Nonresident Tuition - Undocumented Student Applicant" should contact their high school counselor or Enrollment Services at SLCC. For related information, see **TUITION AND FEES** section of this catalog.

## WESTERN UNDERGRADUATE EXCHANGE PROGRAM

Students who are residents of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming may be eligible to participate in the WUE Western Undergraduate Exchange Program. This program provides tuition discounts for residents of these states who wish to attend colleges or universities in other participating states. WUE status is not available at all institutions or for all academic programs. At SLCC, approval for WUE tuition reductions are handled on a first-come, first-served basis. For more information and WUE forms, go to <http://www.slcc.edu> or email [willow.bowen@slcc.edu](mailto:willow.bowen@slcc.edu).

## INTERNATIONAL STUDENTS & SCHOLARS

Redwood Campus, Student Center 234  
(801) 957-4528, Fax: (801) 957-4432  
South City Campus, E148E (801) 957-4412  
[International.services@slcc.edu](mailto:International.services@slcc.edu)  
<http://www.slcc.edu/iss>

SLCC welcomes International Students & Scholars. SLCC is authorized to issue the USCIS form I-20 or DS2019 to qualified non-immigrants. International Scholars work through academic departments by invitation. Students must complete an international application and meet all admission requirements to receive the form I-20. SLCC accepts international students who have satisfactorily completed secondary school. Students who transfer from another college or university must have at least a "C" average (2.0 GPA) or equivalent in previous college work.

Deadlines for International Admissions

Students applying from outside the United States:

FALL SEMESTER	JUNE 1
SPRING SEMESTER	NOVEMBER 1
SUMMER TERM	APRIL 1

International students transferring from schools within the United States:

FALL SEMESTER	JULY 17
SPRING SEMESTER	DECEMBER 4
SUMMER TERM	APRIL 30

For students transferring from colleges or universities within the U.S., an international application, and all supporting documents must be received at least six weeks before classes begin. The following documents and credentials are to be submitted to International Student Services before the college can issue an I-20.

### 1. APPLICATION FOR ADMISSION

Applicants must properly complete the International Student Application for admission with the appropriate field of study. A \$65 non-refundable application fee must accompany the application. This application is also available on-line.

### 2. TRANSFER FORM

Students transferring from schools within the U.S. must submit a transfer form signed by the international student advisor certifying that the students have been enrolled full-time and maintained F-1 student status. Overall grade point average (cumulative) for new and transferring students must be a 2.0 or better for consideration for admission. After all the requested documents and credentials have been received, the application for admission will be evaluated. If approved, an I-20 form will be issued to the prospective student.

### 3. FINANCIAL STATEMENT

The U.S. Citizenship and Immigration Service (USCIS) requires SLCC to verify that an international student can provide evidence of financial resources for the length of time necessary to pursue an education in the United States. A realistic financial plan is necessary for the issuance of an I-20 form. Official financial statements from the student or student's sponsor are used to demonstrate financial ability. Financial aid is not available for international students. Students on visas always pay non-resident tuition. Faxed financial documents are not accepted.

### 4. PROOF OF ENGLISH PROFICIENCY

#### TOEFL EXAMINATION

A minimum computer-based TOEFL score of 173 is required to enter a major. International students who score between 133–172 will be admitted to the level four ESL classes. Students scoring below 133 will be admitted to SLCC Intensive English Language Program at the SLCC Skills Center. The TOEFL test scores must be official and taken within the last two years.

Information on the TOEFL may be obtained by writing to TOEFL, Educational Testing Service, P.O. Box 6151, Princeton, New Jersey, 08541-6151, U.S.A. Test results should be sent directly to the International Student Services Office. The SLCC Institutional Code is 4864.

#### COMPUTERIZED PLACEMENT TEST (CPT)

The CPT, including the LOEP, is required of all students. A minimum score of 84 is required to enter a major. Students scoring between 72 and 83 will be admitted to the level four English as a Second Language classes. Students scoring below 72 will be admitted to the SLCC Intensive English Language Program at the Skills Center. The test must have been taken within the last year. The CPT test can be taken at the Redwood, South City or Jordan Campus Assessment

Center. A student scoring below 173 on the computer-based TOEFL or below the minimum to enter a major on the SLCC Computerized Placement Test will be issued an I-20 for the Intensive English Program and be required to take the English-as-a-Second Language Placement Test (CELSA) at the Skills Center. Based on these scores, students will be placed at the level of instruction appropriate for their needs.

Students applying from outside of the United States who are unable to take any of the tests listed above will be issued an I-20 for the Intensive English Program. Students will be tested upon arrival at SLCC and then placed in the classes appropriate to their level of English ability.

**NOTE:** Entering international students should be aware that gaining proficiency in English may require as much as ONE YEAR and may delay entry into their degree programs. Students should plan their course of study and financial support accordingly.

## 5. TRANSCRIPTS

International students must submit:

- An official diploma or certified copy of high school graduation (international admissions policy requires satisfactory completion of secondary education or the equivalent of a U.S. high school diploma.)

### OR

- Official transcripts for each post-secondary school, college or university attended by the applicant. Official English translations must be included.

### FXED DOCUMENTS ARE NOT ACCEPTED.

- Evaluations can be obtained through a foreign credential evaluation service. Information about these services is available from International Student Services [international.services@slcc.edu](mailto:international.services@slcc.edu).

**NOTE:** International Student Application forms are available from the International Student Services Office or via <http://www.slcc.edu/iss>. Contact ISS directly with questions about the international application process via email at: [international.services@slcc.edu](mailto:international.services@slcc.edu).

## PLACEMENT TESTING

Students wishing to enroll in mathematics or English classes at SLCC must complete the Computerized Placement Test (CPT) **before** registering for these classes. The SLCC Assessment/Testing Centers at Redwood, South City and Jordan campuses administer the CPT each weekday on a walk-in basis. No appointment is necessary. **A photo ID is required to take the test.**

The CPT is an untimed test, so students may take as much time as needed to complete the test. The CPT is not graded on a pass/fail basis. CPT test scores are used for class placements. Retests are limited to one per semester. Call 957-4269 for more information about taking the CPT.

Recent ACT scores (less than two years old for English and less than one year old for math) may be used in place of the CPT for class placements. Students who have taken the ACT recently should bring their scores to an Enrollment Services office for evaluation.

## ENGLISH-AS-A-SECOND LANGUAGE

Applicants for whom English is not their native or first language must satisfactorily complete English-as-a-Second Language classes or must prove they are proficient in English-as-a-Second-Language. English proficiency can be demonstrated by TOEFL exam (173 or above) or the SLCC CPT/LOEP exam. All non-native English speakers need to take one of these exams to determine English proficiency. For more information on ESL (English-as-a-Second-Language) classes, call the ESL coordinator at the Skills Center, South City Campus, at (801) 957-3212.

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## REGISTRATION

Before the beginning of each semester, students may register for classes listed in the class schedule. Class schedules are available online at <http://www.slcc.edu>. Class schedules are also printed each semester and contain a listing of classes taught, as well as policies and procedures relating to registration, adding and dropping classes, tuition payment, refunds, challenging of classes, and due dates.

Registration is complete when students enroll in one or more courses and tuition and fees are paid in full, or payment arrangements have been made. Registration deadlines and payment due dates are listed in the class schedule and online in MyPage. Special permission must be obtained to add classes after the published deadline and late payment fees may be assessed. Early class registration services are available for students who are registered with the Disability Resource Center.

## PRIORITY TICKET

When students complete registration for a course online, but receive an error message because the course is full, a Priority Ticket is automatically issued. This allows students an opportunity to register for the same course the following semester during special Priority Ticket early registration. Priority Tickets generated in Spring are valid for Summer and Fall semesters. Priority Tickets generated in Fall semester are valid for Spring semester. If a student receives a Priority Ticket, SLCC will contact that student by mail and email a few weeks before the next semester's registration period with details about early registration options for the following semester.

The Priority Ticket will be cancelled if the student adds the same class during the semester. Obtaining a Priority Ticket for a specific course does not change the prerequisite requirements for that course.

## ADDS/DROPS/WITHDRAWALS

Students are responsible for adding and dropping their own classes and should follow the procedures outlined in the class schedule. No extra charge is made for adding or dropping classes.

### ADDS

Classes may be added during scheduled registration periods through the 5th business day of each full semester or term of 7½ weeks or longer, or through the end of the 2nd business day of any term shorter than 7½ weeks. Students hoping to add a course are encouraged to attend the first class meeting of that course.

### DROPS

Classes may be dropped until the published drop deadline. Students dropping classes by the published deadline will receive a refund or adjustment of tuition according to the refund/adjustment schedule printed in the class schedule and available online in MyPage. No entry is made on the student's perma-

ment record for classes dropped by the published deadline.

### WITHDRAWALS

Students may withdraw from classes after the third week through the ninth week of a semester or within the first 60% of a 7½ week term. For sessions shorter than 7½ weeks, see deadlines published on MyPage and in the class schedule. Withdrawal from class after the third week of the semester or 20% of the term will be shown as a 'W' on the transcript and will not be calculated in the grade point average. **No tuition refund/adjustment will be made for withdrawals.**

Exceptions to the withdrawal deadline may be granted by a Division Chair or Dean, Dean of Students, or the Disability Resource Center in extenuating circumstances with appropriate documentation. No exceptions will be granted after final exams have been given.

### ADMINISTRATIVE DROP FOR NON-ATTENDANCE

In order to maximize registration opportunities for all students, students are required to attend the first class meeting of any regularly scheduled class that meets once per week or at least one of the first two class meetings of any regularly scheduled class that meets more than once per week. Students who are unable to attend the initial class meeting(s) as required must inform the instructor or department office, preferably in writing, that they intend to attend subsequent meetings and do not want to be dropped.

**Students who fail to attend initial class meeting(s) as required and who fail to contact the instructor in advance of the absence may be dropped from the course by the instructor.**

Students enrolled in classes of high demand and/or limited availability are particularly vulnerable to a drop for non-attendance.

Students who receive an Administrative Drop for Non-attendance will receive full credit for tuition paid. Dropping and reinstatement are at the instructor's discretion during the first 20% of the term. (See class schedule for specific calendar dates.) **Students are NOT automatically dropped for non-attendance.** See **FAILURE TO DROP/WITHDRAW**.

### FAILURE TO DROP/WITHDRAW

Students should not assume classes are automatically dropped for non-attendance or nonpayment. Students are responsible for dropping or withdrawing from classes they (a) are not attending, or (b) do not intend to complete in the current semester. Students who stop attending a course without completing the formal drop or withdrawal procedures by the published deadlines will be responsible for all tuition and fees associated with the course, and will receive a failing grade 'E' for the course with the last date of attendance recorded.

Students should submit drops/withdrawals as early in the semester as possible. Tuition will be charged for classes not dropped by the end of the third week of the semester or 20% of a term.

### REGISTRATION APPEAL

In the case of extenuating circumstances, students may appeal to drop classes at 100%. Appeals must be initiated within one year of the semester involved. Please submit a completed "Registration Appeal" Form with appropriate documentation to Enrollment Services. Guidelines for submitting appeals are included on the Appeal form. Appeals may be mailed to Enrollment Services Appeals Committee, Salt Lake Community College, PO Box 30808, Salt Lake City, UT 84130. Please go to <http://www.slcc.edu> for more information

and access to Enrollment Services forms.

Appeals are reviewed by a representative of the Enrollment Services Appeals Committee and the results are mailed to you within 7 working days. If you are not satisfied with the appeal decision, you may submit a second appeal with additional supporting documentation, to be reviewed by the Appeals Committee. Results of the Appeals Committee decision are final and will be mailed to you.

## AUDITING CLASSES

Credit is not given for AUDITED classes, but tuition charged is the same as taking the class for credit. Not all classes may be audited. An "AU" is recorded on your transcript. Audited classes are not part of enrollment status; you cannot receive financial aid or VA benefits. You must declare your intent to audit at the time of registration and no later than the last day to add classes.

## SENIOR CITIZEN ENROLLMENT

Utah Residents who have reached age 62 and over are invited to enroll in any regular class offered at reduced cost under the following conditions:

- Surplus Space must be available in the class;
- Classes will be taken as an audit (no college credit);
- \$10 registration fee required each semester (fee does not cover cost of books, supplies, parking or special class fees, lab fees);
- Application for admission must be filed with Enrollment Services. (\$35 application fee waived);
- Senior citizens desiring college credit must follow regular admissions and registration procedures and pay full tuition and fees.

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## CREDIT BY EXAM

Students may earn credit through the following examination programs: Advanced Placement (AP), Challenge Examinations, College Level Examination Program (CLEP) and International Baccalaureate (IB) Examination. Credit earned through these exams is not counted as in-residence credit.

## ADVANCED PLACEMENT EXAMINATIONS

Advanced Placement Exams are administered in the High School. High school students who achieve scores of 3, 4 or 5 on an AP examination may be awarded up to 10 hours of college credit for each examination completed, as shown in **Table 1: ADVANCED PLACEMENT EXAM CREDIT**.

SLCC will recognize Advanced Placement with credit only for those freshman-level areas which apply to the graduation requirements of the specific major and the established general education requirements for graduation from the chosen program.

## CHALLENGE EXAMINATIONS

Students who feel that their experience or previous knowledge would enable them to successfully challenge (test out of) a course offered at SLCC may apply to take a challenge examination. Challenge examinations may be taken at any time during the semester at \$25 per class challenged, payable before taking the examination. Challenge examinations are not available in all classes. Students should **not** register for the class they plan to challenge. If the student has ever taken the class, they are ineligible to challenge it. This

**TABLE 1: ADVANCED PLACEMENT EXAM CREDIT**

EXAM	SCORE	CR	COURSES
Art History	3	6	ARTH 2710 (3 cr.) + 3 cr. HU
	4-5	6	ARTH 2710 (3 cr.) + ARTH 2720 (3 cr.)
Art Studio (All)	3-5	6	6 cr. V/T elective
Biology	3-5	6	BIOL 1010 /1015(4 cr.) +2 cr. GS elective
Calculus AB	3	6*	MATH 1050 (4 cr.) + 2 cr. GS elective
	4-5	8*	MATH 1050 (4 cr.) + MATH 1210 (4 cr.)
Calculus BC	3	8*	MATH 1050 (4 cr.) + MATH 1210 (4 cr.)
	4-5	8*	MATH 1210 (4 cr.) + MATH 1220 (4 cr.)
Calculus BC/AB Subscore	3	6	MATH 1050 (4 cr.) + 2 cr. GS elective
Chemistry	3	8*	CHEM 1010 (3 cr.) + CHEM 1210 (4 cr.) + CHEM 1215 (1 cr.)
	4-5	10*	CHEM 1210 (4 cr.) + CHEM 1220 (4 cr.) + CHEM 1215 (1CR.) +CHEM 1225 (1cr.)
Chinese Language and Culture	TBD**		
Computer Science A	3	4	CS 1400
	4-5	4	CS 1410
Computer Science A B	3	6	CS 1410 + 2 cr. CS IXXX (CS Elective)
	4-5	8	CS 1410 + CS 1420
Economics - Micro	3-5	3	ECON 2010 (3 cr.)
Economics - Macro	3-5	3	ECON 2020 (3 cr.)
English - Language and Composition	3-5	6*	ENGL 1010 (3 cr.) + 3 cr. GS elective
English - Literature and Composition	3-5	6*	ENGL 1010 (3 cr.) + ENGL 2600 (3 cr.)
Environmental Science	3-5	3	ENVT 1010 (ID)
European History	3-5	6	3 cr. SS + 3 cr SS
Foreign Language (French, German, Spanish)	3-5	10	Language 1010 (5 cr.) + Language 1020 (5 cr.)
French Literature	3-5	6	6 cr. GS elective
Government & Politics - Comparative	3-5	3	POLS 2200 (3 cr.)
Government & Politics - US	3-5	3	POLS 1100 (3 cr.)
Human Geography	3-5	3	3 cr. GS elective
Italian Language and Culture	TBD**		
Japanese Language and Culture	TBD**		
Latin Literature	TBD**		
Latin: Vergil	TBD**		
Music Theory	3-5	6	6 cr. GS elective
	3	6*	PHYS 1010 (3 cr.) + 3 cr. PS
Physics B	4-5	10*	PHYS 2010 (4 cr.) + PHYS 2020 (4 cr.) + PHYS 2015 (1 cr.) + PHYS 2025 (1 cr.)
	3	3*	PHYS 1010 (3 cr.)
Physics C Electricity/ Magnetism	4-5	5*	PHYS 2020 (4 cr.) + PHYS 2025 (1 cr.)
	3	3*	PHYS 1010 (3 cr.)
Physics C Mechanical	4-5	5*	PHYS 2010 (4 cr.) + PHYS 2015 (1 cr.)
	3-5	3	PSY 1010 (3 cr.)
Psychology	3-5	3	PSY 1010 (3 cr.)
Spanish Literature	3-5	6	6 cr. GS elective
Statistics	3-5	3	MATH 1040 (3 cr.)
U.S. History	3-5	6	HIST 1700 (3 cr.) + 3 cr. SS
World History	3-5	6	HIST 1500 (3 cr.) + HIST 1510 (3 cr.)

includes classes which have been audited or failed.

Abbreviation	Description
CR	Credit
GS	General Studies
BS	Biological Science General Education Credit
ELV	Elective
FA	Fine Arts
HU	Humanities General Education Credit
ID	Interdisciplinary General Education Credit
PS	Physical Science General Education Credit
SS	Social Science General Education Credit
V/T	Vocational/Technical

For challenge information, please contact the Assessment Center at (801) 957-4269. Credits earned by challenge examinations do not contribute toward enrollment status for financial aid or veterans' benefits.

Upon successful completion of the examination and other specified requirements, the course will appear on the student's transcript with a 'P' grade. Failed challenge exams will not be recorded on a student's transcript. Credit earned by challenge exam is not counted as in-residence credit.

**NOTE:** Some colleges and universities may not accept as transfer credit a course in which a passing (P) grade has been earned.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP is a national program of examination to evaluate and confirm the academic achievement of individuals who have reached a college level of education through either traditional or non-traditional means of study. SLCC awards credit only for the CLEP exams shown in **Table 2: CLEP EXAM CREDIT**. Additional CLEP tests can be taken at SLCC Assessment Centers for the purpose of transferring to other institutions.

Credit is not awarded if duplicated by previous course work and credit is not given for the mathematics general examination. A non-refundable fee (per test) is required at or before the time of testing.

To maximize the granting of credit for foreign language and the transferability of the credit to other (state) institutions, it is strongly suggested that students consider taking the University of Utah or Brigham Young University language exam.

The CLEP test is given by appointment only. For specific information regarding the CLEP test or to make an appointment, contact the SLCC 2007-2008 GENERAL COLLEGE CATALOG

\* Duplicate credit will not be awarded for the same course (eg. If both AP English exams are passed, ENGL 1010 credit will not be awarded twice).

\*\* For the most current updates, please visit our website at <http://www.slcc.edu/transcriptevaluation>. AP Table available under **FORMS**.

**TABLE 2: CLEP EXAM CREDIT**

EXAM	SCORE	CR	COURSES
English Composition with Essay	50	6	ENGL 1010 (3 cr.) + 3 cr. GS elective
Natural Sciences	50	6	3 cr. PS + 3 cr. BS
Humanities	50	6	3 cr. FA + 3 cr. HU
Social Science/History	50	6	HIST 1700 (3 cr.) + 3 cr. SS
Foreign Language	50	10	Language 1010 (5 cr.) + Language 1020 (5 cr.)

Assessment Center at (801) 957-4269.

## GENERAL EDUCATIONAL DEVELOPMENT (GED) EXAMINATION

The GED test is available for students wishing to obtain credit toward a high school or GED diploma. A fee is charged and age requirements do apply. Picture ID required. Call the Redwood Assessment and Testing Center at (801) 957-4269 for further information.

## INTERNATIONAL BACCALAUREATE (IB) EXAMINATION CREDIT

Students who achieved scores of 5, 6, or 7 on Higher Level International Baccalaureate (IB) Examinations may be awarded up to eight semester hours of credit in each Higher Level examination or 30 semester hours of credit for the completion of the International Baccalaureate Diploma. General education requirements will be cleared for completion of the IB Diploma except in the areas of writing, American history, and mathematics. These areas can be cleared with a Higher Level exam. For more information about IB credit, call (801) 957-4738.

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## TRANSFERRING CREDIT

### TRANSFER OF CREDIT FROM OTHER INSTITUTIONS TO SLCC

Students may be able to get credit for courses taken from other colleges or universities within the United States. To take advantage of this, a student must apply for admissions as a matriculated (degree seeking) student and then follow these steps:

1. Request that official copies of transcripts be sent directly to SLCC from each former institution. SLCC can accept hand-delivered copies only if they are delivered unopened in the original envelope and bear the official school seal.
2. Fill out a Request for Evaluation of Transfer Credit at Salt Lake Community College's Enrollment Services. These forms (transcript request cards and evaluation request forms) are available at Enrollment Services or on the Web at <http://www.slcc.edu/transcriptevaluation>.
3. An evaluation of the credit will begin as soon as a transcript is received. Evaluations are completed on a first-come, first-served basis. Depending on the volume of requests, a transfer evaluation may take 2–4 weeks to complete.

Enrollment Services evaluates general education credit. If transcripts also contain credit related to a major, Enrollment Services will forward them to the appropriate academic department for further evaluation. All credit accepted will be recorded on the SLCC transcript and notification will be sent to the student. Once transfer credit is posted to a student transcript, it cannot be removed.

**NOTE:** Students wishing to transfer credits from schools **outside** the U.S. should submit a comprehensive report from an accredited **foreign credential evaluation** service. Contact Enrollment Services or International Student Services for a list of foreign credential evaluation services.

### SLCC AWARDS TRANSFER CREDIT FOR COLLEGE CLASSES WHICH MEET THE FOLLOWING CRITERIA:

1. Classes were taken for credit at a regionally accredited college or university (exceptions to this rule are sometimes made by specific academic programs for credit applied to a major);
2. Grades in individual classes were C- or higher, except in cases where a grade of C or higher is required at SLCC as a prerequisite;
3. Classes were college level (rather than remedial or developmental); at Utah institutions this usually means numbered 1000 or above);
4. Classes are designated as “general education” by the issuing institution or by SLCC, or meet a requirement for graduation in the student’s SLCC program.
5. Courses taken more than 10 years ago may only transfer as elective credit, rather than specific course credit.
6. To be eligible for graduation from SLCC, students must take 25% of required credits directly from Salt Lake Community College.

Courses accepted for transfer will be awarded the same number of credit hours given for equivalent SLCC courses. If SLCC has no equivalent course, the transferred course will be awarded its original number of credit hours (based on a semester system). Transcripts are kept on file at Enrollment Services for one year. After one year, students requesting additional evaluation may be asked to submit new transcripts.

### TRANSFER OF CREDIT FROM SLCC TO OTHER INSTITUTIONS

SLCC is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges (11130 NE 33<sup>rd</sup> Place, Suite 120, Bellevue, WA 98004), an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education.

SLCC credit from college level courses (numbered 1000 or above) is accepted by most colleges and universities in the United States. Utah’s public colleges and universities have established transfer of credit policies that outline how credit will transfer within the state system. SLCC courses numbered 1000 or above are accepted as general elective, general education or major credit by Utah’s public colleges and universities. Most private and out-of-state institutions also accept SLCC courses numbered 1000 and above, however, there may be exceptions; **students should check with the institution to which they plan to transfer to determine exactly how SLCC credit will be accepted.**

SLCC offers the Associate of Science and the Associate of Arts degrees that provide the first two years of college for most baccalaureate degree programs. Students who earn SLCC’s AS or AA

degree will be considered as having satisfied all of the lower division general education requirements for a bachelor's degree at Utah's public colleges and universities. (This policy does not apply to the Associate of Applied Science, AAS, or the Associate of Pre-Engineering, APE, because these degrees do not contain all of the general education requirements.)

Students who complete all general education requirements, but not the entire AS or AA degree, will also be considered as having completed the lower division general education requirements for a bachelor's degree by Utah's public colleges and universities. In this instance, students should request a "letter of general education completion" from the SLCC Graduation Office to be sent with their transcripts to the institution to which they intend to transfer.

Students can begin lower division requirements for most baccalaureate majors at SLCC. SLCC offers the AS and AA degree in more than 30 different program areas. Many major courses have been "articulated" or equated to similar courses at the four-year institutions in Utah. Students should consult an advisor or the academic department to select appropriate courses that apply to their major program or study at the institution to which they plan to transfer.

Completion of a transfer degree does not guarantee automatic acceptance into any specific major at other colleges and universities; some four-year major programs are restricted and require special application as well as a competitive GPA. On-going planning is essential!

Most of the private institutions in Utah, including BYU, Columbia College of Missouri, Westminster College, and University of Phoenix have similar policies regarding the transfer of SLCC credits. However, there are a few exceptions that should be reviewed with an advisor **before** enrolling in courses.

**NOTE:** Some programs such as business and engineering have particular general education requirements that should be investigated before selecting general education courses.

**TRANSFER AND ARTICULATION AGREEMENTS**

SLCC has established specific transfer and articulation agreements with the following Utah System of Higher Education (USHE) institutions and a variety of other private, public, and out-of-state institutions.

These agreements outline how general education and major-related courses transfer from SLCC to the following institutions:

**UTAH SYSTEM OF HIGHER EDUCATION INSTITUTIONS**

- DIXIE STATE COLLEGE
- SOUTHERN UTAH UNIVERSITY
- UNIVERSITY OF UTAH
- UTAH STATE UNIVERSITY
- UTAH VALLEY STATE COLLEGE
- WEBER STATE UNIVERSITY

**PRIVATE AND OUT-OF-STATE SCHOOLS**

- BRIGHAM YOUNG UNIVERSITY
- BYU HAWAII
- BYU IDAHO
- BROOKS INSTITUTE OF PHOTOGRAPHY
- CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
- COLUMBIA COLLEGE OF MISSOURI
  
- FRANKLIN UNIVERSITY (VIA INTERNET)
- PALMER COLLEGE OF CHIROPRACTIC
- UNIVERSITY OF PHOENIX
- WESTMINSTER COLLEGE
- WESTERN GOVERNORS UNIVERSITY

WESTERN STATES COLLEGE OF CHIROPRACTIC

SLCC continues to investigate articulation agreements with other higher education institutions. For information about articulations, contact an Academic Advisor in the Academic Advising office - (801) 957-4978.

SLCC also facilitates a number of four-year degree and Masters programs on SLCC campuses. For more information about these programs, see University Center in the **Services and Resources for Students** section of this catalog.

**TRANSFER TIPS**

**Start early to plan your transfer!**

**Meet with your SLCC Academic Advisor...**  
to explore transfer interests and select courses that meet major requirements for the baccalaureate degree at the four-year institution.

**Undecided? Visit the Career Library...**  
to explore major and career interests. Use the web to investigate other colleges and universities. Attend a Career Clues workshop and the Career/Major Fair.

**Contact Advising...**  
and the academic department at the college or university to which transfer is planned; obtain application material, deadlines and major requirements.

**Attend transfer activities...**  
scheduled by SLCC's Academic and Career Advising every semester which include college information tables, transfer workshops, major orientations, and campus visits. Transfer events are publicized in MyPage announcements.

**Use articulation agreements,**  
major sheets and catalogs at the Advising Office (and on the web) to plan course selection and transfer timeline.

Completion of a transfer degree does not guarantee automatic acceptance into any specific major at other colleges and universities; some four-year major programs are restricted and require special application as well as a competitive GPA.

**When transferring out of state...**  
get in touch with the colleges or universities to find out about their transfer of credit policies. Although SLCC's college level credits will typically be accepted by most out-of-state institutions, there is no guarantee that they will meet specific general education or major requirements. Students are advised to keep the syllabus from each SLCC course for possible review of credit by an out-of-state school.

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**GRADES AND REPORTS**

Grades for the previous term are available approximately 5 days after the term has ended by logging-in to [MyPage](#), <http://mypage.slcc.edu>. Select the "**Student**" tab and follow the in-

structions to retrieve grades.

## GRADING POLICIES

Students must complete, by the end of the term, all courses for which they register. Students will be awarded letter grades with quality points used in GPA computation for work undertaken at SLCC.

### PERFORMANCE IS GRADED AS FOLLOWS:

GRADE	PTS.	QUALITY
A	4.0	SUPERIOR GRADE
A-	3.7	
B+	3.4	
B	3.0	ABOVE AVERAGE GRADE
B-	2.7	
C+	2.4	
C	2.0	AVERAGE GRADE
C-	1.7*	
D+	1.4	
D	1.0	
D-	0.7	LOWEST PASSING GRADE
E	0.0**	FAILING GRADE

\* C- or lower is unacceptable in classes requiring a grade of C or better.

\*\* All E grades are designated with the last date of attendance.

### NOT USED IN GPA COMPUTATION ARE:

GRADE	DESIGNATION
W	WITHDRAWAL <sup>1</sup>
P	PASSING GRADE
I	INCOMPLETE GRADE <sup>2</sup>
AU	AUDIT
EX	EXTENSION <sup>3</sup>

<sup>1</sup> Withdrawal from class after the third week of the semester or 20% of the term. Not calculated in GPA.

<sup>2</sup> The following conditions apply to incomplete (I) grades:

- Incomplete grades may be given by instructors to students who cannot continue in class because of circumstances beyond their control (such as serious illness, death in the family, or change of employment) with proper documentation;
- Student must be passing the course at the time of incomplete grade request;
- A substantial portion of a course must be completed before an incomplete is given;
- Upon receiving an 'I' grade, the student must work directly with the instructor to create a contract for completing the classwork. The contract should specify (a) required work to be completed and/or tests to be taken, and (b) time allowed for requirements to be completed; time may not exceed one year from the time the 'I' grade was received.
- Student should **not** re-register for the class, but should work directly with the instructor to complete the contract.
- The student who fails to fulfill the contract within one year of when the 'I' was received will (a) have their 'I' grade changed to the grade of 'E' (failing), and (b) be required to retake the class in order to receive credit. An incomplete must be resolved before the student will be permitted to register for the same course again.

<sup>3</sup> EX grades are allowed only in open-entry classes. In order to complete the course, the student must reregister for the class and pay applicable tuition and fees. All coursework for 'EX' grades must be completed within one year.

## REPEAT COURSES

A student may repeat a course in which a low grade has been received. The student must notify Enrollment Services at the end of the term in which the class was repeated. The original grade remains on the record and is marked as a repeated course. The highest grade received in the course will then be used in calculating the student's cumulative GPA. Classes repeated at other institutions **may** be marked as repeated classes if the classes taken elsewhere are accepted as transfer credit at SLCC.

## SKILLS CENTER COMPETENCY GRADING

Grades for Skills Center courses and programs are based on competency achievement according to the following skill levels:

- 4 SKILLED**  
Works independently with minimal supervision
- 3 MODERATELY SKILLED**  
Performs job with limited supervision
- 2 LIMITED SKILL**  
Requires instruction and close supervision
- 1 NO SKILL**  
No experience, skill, or knowledge

Skills Center transcripts list the skill level for each competency and an overall competency level for the course. See the Skills Center section of this catalog for the Skills Center Satisfactory Progress Policy.

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## ACADEMIC STANDARDS POLICY

The SLCC Academic Standards Policy exists to help students reach their academic potential and maintain an expected level of academic performance at the institution. The Academic and Career Advisors and faculty members are available to review the obstacles in your education and recommend strategies for success. If you would like to learn about the resources available for you, please set up an appointment with an Advisor by calling (801) 957-4978 and/or visit our web page: <http://www.slcc.edu/academicstandards>.

The following are the guidelines in place to assist students in academic jeopardy:

1. Academic Notification - Students whose term grade point average (GPA) falls below a 2.0 while their cumulative GPA is 2.0 or higher will be put on Academic Notification. Students will be notified by email of their status, encouraged to read the Academic Standards Policy, made aware of the learning support and tutoring resources available at SLCC.  
  
The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.
2. Academic Alert - Students with 14 or less credits whose term and cumulative GPA fall below 2.0 will be placed on Academic Alert. Students will be notified by email and online of their status, encouraged to read the Academic Standards Policy,

made aware of the learning support and tutoring resources available at SLCC.

The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.

3. Academic Warning - Students with 15 or more credits whose term and cumulative GPA fall below 2.0 for the first time will be placed on Academic Warning. Students will be notified by mail and email that they have been placed on Academic Warning. Registration restrictions will be placed on these students' records. Students will not be able to register until they meet with an academic advisor, or complete a workshop when available online or on campus.

The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.

4. Continued Warning - After being placed on Academic Warning, students whose subsequent term GPA rises above a 2.0 while their cumulative GPA is still below a 2.0 will be on Continued Warning. No registration restriction will be placed on their record. These students will be sent a letter acknowledging their improvement and encouraging them to keep up the good work.

The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.

5. Conditional Enrollment - The second time that students' term and cumulative GPA fall below a 2.0, with 15 or more credits; they will be placed on Conditional Enrollment. Students will be notified by mail and email that they have been placed on Conditional Enrollment. Registration restrictions will be placed on these students' records. Students will not be able to register until they meet with an academic advisor in order to create a follow-up plan, identify obstacles and discuss strategies to assist them with their academic success.

The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.

6. Continued Conditional Enrollment - After being on Conditional Enrollment, students' whose subsequent term GPA rises above 2.0 or above while their cumulative GPA is still below a 2.0 will be on Continued Conditional Enrollment.

No registration restriction will be placed on their record. They will be sent a letter acknowledging their improvement and encouraging them to keep up the good work.

The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.

7. Academic Probation - The third time that students' term and cumulative GPA fall below a 2.0 they will be placed on Academic Probation. Students will be notified by mail and email that they have been placed on Academic Probation. Registration restrictions will be placed on these students' records. Students will not be able to register until they complete an appeal process. They will need to fill out an appeal form with their academic advisor. The appeal form will include their name, address, proposed class schedule and proposed work schedule. Students will also need to write a statement indicating what they will change in order to ensure academic success.

The Academic Success Committee will review all appeals. The Committee will consist of the Academic Standards Advisor, the student's advisor, and a faculty member. The Committee will determine the conditions of attendance (i.e. restricted hours, class requirements, term suspension, etc.).

The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.

8. Continued Probation - Should students' subsequent term GPA rise above a 2.0 while their cumulative GPA is still below a 2.0, they will be on Continued Probation. No registration restriction will be placed on their record. They will be sent a letter acknowledging their improvement and encouraging them to keep up the good work.

The academic standing of students will be posted on-line to their SLCC unofficial academic transcript. It will not appear on the official transcript.

## PRESIDENT'S LIST, DEAN'S LIST AND HONORS GRADUATES

To qualify for the semester Dean's List, students must earn a 3.5 grade-point average in 15 or more credits. To qualify for the semester President's list, students must earn a 3.8 GPA in 15 or more credits. Students who complete coursework with a cumulative grade-point average between 3.5 and 3.79 will be awarded Honors at graduation. Students who complete coursework with a cumulative grade-point average of 3.8 or above will be awarded High Honors at graduation.

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## TUITION AND FEES

Important deadlines for undergraduate (UG) registration and payment of undergraduate (UG) tuition/fees will be published each semester in Class Schedules. Tuition and fees rates for the 2007-2008 academic year are as follows:

### 2007-2008 TUITION AND FEES

CREDIT HOURS	RESIDENT TUITION/FEES	NON-RESIDENT TUITION/FEES	APPRENTICESHIPS TUITION/FEES BY CLASS
1	\$218.00	\$530.00	\$102.00
2	\$315.25	\$845.25	\$145.50
3	\$412.50	\$1,160.50	\$189.00
4	\$509.75	\$1,475.75	\$232.50
5	\$607.00	\$1,791.00	\$276.00
6	\$704.25	\$2,106.25	\$319.50
7	\$801.50	\$2,421.50	\$363.00
8	\$898.75	\$2,736.75	\$406.50
9	\$996.00	\$3,052.00	\$450.00
10	\$1,093.25	\$3,367.25	\$493.50
11	\$1,180.25	\$3,672.25	\$537.00
12-18	\$1,267.25	\$3,977.25	\$580.50
19	\$1,354.25	\$4,282.25	\$624.00
20	\$1,441.25	\$4,587.25	\$667.50
21	\$1,528.25	\$4,892.25	\$711.00

Approval for more than 20 credit hours must be obtained from the appropriate division chairperson. Each credit hour in excess of 21 is charged an additional tuition rate of \$87.00 per resident credit

hour, \$305.00 per non-resident credit hour, and \$43.50 per apprenticeship credit hour. For summer term only, all undergraduate (UG) students are charged tuition at the resident tuition rate regardless of residency status.

- NOTES:**
- A \$50 Late Payment Fee will be charged to all student accounts with unpaid Tuition and Fees.
  - A \$50 Late Fee is charged after the last day to drop with 100% refund.
  - Some courses will have laboratory or special fees attached. See current class schedule for specific information.
  - International students are charged an additional \$40 administrative fee per term.

## SKILLS CENTER COSTS AND FEES

For Utah residents, costs for most Skills Center courses and programs are \$2.25 per clock hour of instruction, which includes student fees. Books and supplies are separate and are subject to change.

See a Skills Center Admissions Advisor for total program costs or the Skills Center section of this catalog.

## RESIDENT FEES

### DISCLOSURE OF HIGHER EDUCATION COST AS PER THE PROVISIONS OF HOUSE BILL 248

The Utah Legislature passed HB 248 which requires the disclosure of Higher Education costs. Full-time undergraduate resident students at Salt Lake Community College paying a semester tuition and fee amount of \$1,267.25 contribute an estimated 40% to the full cost of instruction per full-time student of \$3,160.00. The remaining support for the full cost of instruction is provided by \$1,892.75 of state tax funds and \$0 of other institutional revenue sources.

## NON-RESIDENT FEES

Non-residents of Utah are required to pay non-resident fees. Living in Utah merely to attend SLCC does not constitute resident classification. To qualify as a resident, an adult must present objective evidence of intent to become a permanent resident of Utah and abandon residence elsewhere.

The Utah Legislature passed HB 144, November 2002, which amends the Tuition Waiver Policy. The revised policy exempts certain students without lawful immigration status from paying the non-resident portion of total tuition. To be eligible for exemption, the student must meet specified requirements including having attended a Utah High School for three years and having earned a diploma or equivalent in Utah.

An Application for Resident Classification and a pamphlet outlining the rules and regulations that determine resident status are available from Enrollment Services offices or online at <http://www.slcc.edu/enrollmentservices/misc/ResidencySub.asp>.

At the time application for admission is made, students are classified as either resident or non-resident. Under certain circumstances, classification as non-resident may be appealed. For more information about the appeal process, call Enrollment Services at (801) 957-4298.

## PAYMENT OF TUITION AND FEES

Tuition and student fees are established by the Utah State Board of Regents and are subject to change without notice. Twelve credit hours per semester constitute a full load for tuition purposes. Registration is complete only when tuition and fees are paid in full.

### TUITION IS DUE AT THE BEGINNING OF EACH SEMESTER

Payment must be received by deadlines published in the class schedule to avoid the **\$50 Late Fee**. Students may review their account at any time online at [mypage.slcc.edu](http://mypage.slcc.edu). Monthly billing statements are mailed, or may be sent electronically to students SLCC email address.

counts at any time online at [mypage.slcc.edu](http://mypage.slcc.edu). Monthly billing statements are mailed, or may be sent electronically to students SLCC email address.

**NOTE:** SLCC reserves the right to place financial holds on registration, grades, transcripts, and graduation for any student owing the College money or who has had a check dishonored. Students may not register if money is owed.

## CHECK/SAVING ACCOUNT PAYMENTS

SLCC accepts bank-imprinted checks only, no two-party or counter checks. Checks must be RECEIVED in a Cashiering Office by payment deadline. Checks should be written for exact amount due and include student's Social Security number or College ID number on the front of check. A minimum \$20 service fee is charged on all returned checks (see **DISHONORED CHECKS** below).

- **ONLINE**
  - Log onto MyPage
  - Click on **STUDENT** tab
  - Scroll to **STUDENT ACCOUNT/WEB PAYMENT PORTAL**
  - Click on **PAY BY CHECK**
  - Select **TERM/SUBMIT**
  - Proceed as instructed

- **MAIL**

SALT LAKE COMMUNITY COLLEGE  
CASHIER SERVICES  
P.O. BOX 30808  
SALT LAKE CITY, UT 84130-0808

- **DROPBOX**

Tuition Drop boxes are available at Redwood Road, South City, Jordan, Miller, and Sandy Campuses. No cash.
- **IN PERSON**

Cashier offices are located at Redwood, South City, Jordan, Miller, and Sandy Campuses. Pay tuition and fees for admission applications, transcripts, and graduation applications at any Cashier window during posted hours. Extended hours for services are available at Cashier Express Monday through Thursday until 8:00 p.m. Cashier Express is located on the second level of the Student Center at the Redwood Campus.

## CREDIT/DEBIT CARD PAYMENTS

SLCC accepts Visa and Visa Debit card, Mastercard, Mastercard Debit card, Discover and American Express.

Verify the accuracy of the tuition and fees charges on your student account through the Internet at MyPage, <http://mypage.slcc.edu>.

- **ONLINE**
  - Log onto MyPage
  - Click on **STUDENT** tab
  - Scroll to **STUDENT ACCOUNT/WEB PAYMENT PORTAL**
  - Click on **PAY BY CREDIT CARD**
  - Select **TERM/SUBMIT**
  - Proceed as instructed

- **TELEPHONE**

## THINGS YOU SHOULD KNOW

Call a cashier at Tuition Express (801) 957-4459 with a credit or Debit/Credit card Monday through Friday, 8 a.m. until 4:30 p.m.

Credit card payments can also be made in-person at any Cashier Office. To be valid, all credit cards must be signed when presented in person.

## CASH PAYMENTS

Cash payments must be made in person at any Cashier Office. **DO NOT** mail or use drop boxes for **CASH** payments.

## INSTALLMENT PLAN

Students who need more time to pay their tuition in full should consider signing up for the Semester Tuition Installment Loan (STIL) which requires a non-refundable \$30.00 application fee. After the application and first installment, additional installments are due by the 10th of the month. There are four installments for Spring Semester (January, February, March and April), three installments for Summer Semester (May, June, July), and four installments for Fall Semester (August, September, October, November). Instructions and applications are available online at [MyPage.sbcc.edu](#) and at cashier locations.

## SPONSORED STUDENTS

Students whose tuition and fees are to be paid by another organization or agency (other than Financial Aid awards) will have their vouchers processed by the Accounts Receivable Office. Vouchers may be faxed to 957-5747. Sponsored students are responsible for coordinating that their account is paid in full prior to the tuition due date. Verification can be made by going to MyPage or visiting a cashier location. Late fees may be applied to accounts with unpaid tuition balances.

## FINANCIAL AID PAYMENTS

Classes are automatically held if students have been offered Financial Aid awards. Classes cannot be held for Financial Aid applicants who have not been offered an award. A pending Financial Aid award, does not remove a student's obligation to pay tuition and fees by the published deadline. Financial Aid awards that are insufficient to cover tuition and fees may result in an unpaid balance on the student account. Late Fees may apply.

## DISHONORED CHECKS

Dishonored checks are paid at the Cashier Offices. Students are charged a minimum \$20.00 fee per check for checks paid within 15 days. After 15 days, fees are increased. If tuition remains unpaid due to a dishonored check, a \$50.00 Late Fee may be added to a student account in addition to other fees. A HOLD is placed on the student's records, which can only be removed by the Student Loans and Receivables Department. The student will **not** be entitled: 1) to receive an official copy of grades, transcripts or diplomas; or 2) to pick up checks disbursed by SLCC—which may include but is not limited to tuition refunds and payroll checks—until the amount due has been paid to the College or otherwise satisfied. Collection of dishonored checks may involve legal prosecution and recovery of legal costs if necessary.

Checks will not be accepted from students who have not resolved dishonored checks on their accounts. Students who have settled past dishonored checks may have check privileges reinstated, unless they have three or more dishonored checks.

## COLLECTION POLICY

SLCC pursues all financial obligations to the fullest extent of the law. This includes but is not limited to: HOLDS on registration, transcripts, grades, and graduation; liens against State of Utah tax refunds; referrals to collection agencies; and litigation. Any fee or financial obligation, if not paid when due, is subject to interest, collection and/or attorney fees.

## DROPS/WITHDRAWALS

If a student decides not to remain enrolled in a class, it is the student's responsibility to remove himself/herself from the class. Failure to officially drop classes not attended will result in failing grades and tuition due the College. Failure to officially drop may lead to enforcement of the college collection policy (see above.)

### STUDENTS ARE REQUIRED TO PAY FOR ALL CLASSES THAT THEY DO NOT OFFICIALLY DROP

If the student chooses to drop a class after the last published date to drop, the action is considered a 'withdrawal' and no adjustment of tuition will be made.

If the student chooses to drop a class on or before the last published date to drop, the action is considered a 'drop' and the student is entitled to an adjustment or refund of tuition:

1. When a student officially drops classes, adjustments are based on the drop date regardless of class attendance. Refunds/adjustments for students, who were awarded Financial Aid, will go to Title IV federal programs first (Pell, Stafford, Perkins, SEOG).
2. Application fees are non-refundable.
3. STIL fees are non-refundable.

## REFUNDS

Cashier Services begins processing of refund after the last day to drop classes for each term. If a student paid for tuition by cash or check, refunds are deposited electronically to student's bank account if student is enrolled in direct deposit. Refund checks are mailed to the student's local address. Students are responsible for maintaining a current address with Salt Lake Community College. Contact the Data Center at (801) 957-4209 or (801) 957-4283 to make address changes.

If the payment was by credit card, the refund will be credited back to the payee's credit card account.

Refund/adjustment schedule for classes that follow regular semester beginning and ending dates:

### SKILLS CENTER WITHDRAWAL/REFUNDS

For information on withdrawing and refunds for Skills Center courses and programs, see the Skills Center section of this catalog.

REFUND/ADJUSTMENT PERIOD	PERCENT ADJUSTMENT
Through 21st calendar day of semester	100%
After 21st calendar day	No Refund/Adjustment

Adjustment schedule for classes with beginning or ending dates that do not correspond with regular semester beginning or ending dates:

REFUND/ADJUSTMENT PERIOD	PERCENT ADJUSTMENT
Through 20 percent of class taught	100%
Over 20 percent of class taught	No Refund/Adjustment

**NOTE:** Appeals regarding the adjustment of tuition and fees should be made in writing to Enrollment Services.

**SHOP CARDS ARE NON-REFUNDABLE.**

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# FINANCIAL AID AND SCHOLARSHIPS

Financial aid applications are available online at <http://www.slcc.edu/financialaid> and from Student Services at Redwood Road, South City, Jordan Campus and Sandy Center.

Please be aware that not all programs offered at SLCC are eligible for financial aid. Please check with the Financial Aid Office to determine if your program is eligible.

## OVERVIEW

All students are encouraged to apply for financial aid. Many students are surprised to discover they are eligible for some type of financial assistance. Students should apply as early as possible for financial aid as the process can take several weeks to complete. The application process for financial aid can be started before applying for admission, but financial aid is only awarded to admitted students.

Students typically receive one or more of the following types of aid:

### FEDERAL AND STATE AID

Federal and state aid programs are need-based and are given to students who have a demonstrated need for funds to pay for college-related costs (including housing, food, tuition, etc.). When the student and his/her family have available resources which are estimated to be less than these educational costs, financial aid may be awarded to fill the gap, which is referred to as unmet need.

The determination of unmet need is made based on the results of the Free Application for Federal Student Aid (FAFSA). A paper version of the FAFSA is available at the Financial Aid Office as well as most high school counseling centers after January 1 each year or the form can be completed on the web at <http://www.fafsa.ed.gov>. Although the form is available January 1, it is best to wait until income tax forms for the previous year have been completed, since some questions on the FAFSA require income and tax information from the tax forms.

### MERIT-BASED AID (SCHOLARSHIPS AND TUITION WAIVERS)

A number of College-sponsored and private scholarships are available each year. Applications for these are available at the SLCC Financial Aid Office early each year—usually in January—for the next academic year. Many of the College scholarships are tuition waivers; these are not cash scholarships, but students who receive them can have their tuition charges (not fees) waived. Students usually need to enroll for at least nine credit hours per semester to be eligible for tuition waivers. There are several different kinds of waivers. Some are awarded on merit alone, while others are given to students based on both merit and need. Some require full-time (12 credit hours or more) enrollment.

Scholarships donated by private donors or organizations award money which can be used to pay tuition. Students should fill out applications for any of the scholarships for which they might be eligible.

### OTHER SOURCES

Want to look for other scholarship possibilities? Check out websites for listings of scholarships available from numerous national and international sources. One of the best is <http://www.fastweb.com>--the best part: it's FREE! Scholarship search organizations that charge a fee for supplying scholarship information may or may not be helpful, so we recom-

mend students try all the free sources first.

## MAJOR TYPES OF FINANCIAL ASSISTANCE

### GRANTS

Grants are gifts of money which do not have to be repaid. Students must show a significant amount of financial need to qualify for grants and also must maintain satisfactory academic progress. The five major grants awarded by SLCC follow:

#### 1. FEDERAL PELL GRANT

Available to undergraduate students with financial need.

AMOUNT: Ranges from \$400 to \$4,310 depending on degree of need, cost of education and congressional funding level.

#### 2. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Available to undergraduate students with financial need who are Pell eligible. Limited to those with highest need.

AMOUNT: Range is \$100 to \$800, dependent upon funds available and degree of need.

#### 3. LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP PROGRAM (LEAP)

Available to Utah resident undergraduates who demonstrate financial need.

AMOUNT: \$100 to \$800, dependent upon funds available and degree of need.

#### 4. UTAH EDUCATIONALLY DISADVANTAGED GRANT (UEG)

Available to Utah resident undergraduates who demonstrate exceptional financial need and are educationally disadvantaged. Funding provided by the state.

AMOUNT: Range is \$100 to \$800, dependent upon funds available and degree of need.

#### 5. UTAH CENTENNIAL OPPORTUNITY PROGRAM FOR EDUCATION (UCOPE)

Available to Utah residents demonstrating financial need. Funding contingent on Utah Legislature.

AMOUNT: \$100 to \$800 dependent upon need and funds available.

### LOANS

Federal (Title IV) loan programs assist students with their educational expenses now and are repaid when the student is no longer attending or enrolled at least half-time (minimum of 6 credit hours). The College participates in three federal loan programs: the Federal Perkins Loan; the Federal Stafford Student Loan; and the Federal PLUS program for parents of dependent students. In addition to these federal programs, SLCC provides a short-term emergency loan fund. By institutional policy, loans are not awarded retroactively.

#### 1. FEDERAL PERKINS LOAN

Available to students with demonstrated financial need.

AMOUNT: Maximum of \$8,000 at SLCC and maximum annual limit of \$4,000.

REPAYMENT: Under certain conditions, repayment may be deferred or partially/fully canceled. The Collections Office will supply details to all borrowers or other interested students. Repayment begins nine months after leaving school.

or dropping to less than half-time status. The minimum repayment is \$40 per month. Payments may be higher depending upon total amount borrowed. The maximum time allowed for repayment is 10 years, not counting periods of deferment. The interest rate on Perkins Loans is fixed at 5%. Perkins borrowers must have an annual loan counseling interview and an exit conference to receive these loans and must request loans through a separate institutional loan request.

**2. FEDERAL STAFFORD STUDENT LOAN (SUBSIDIZED)**

Available to students with demonstrated financial need. Provided by lending institutions, such as banks or credit unions and guaranteed by the federal government.

AMOUNT: For students who have completed the first 30 hours of their academic program, the maximum that can be borrowed is \$3,500 per year. Students who have successfully completed 31 or more hours of their academic program may borrow up to \$5,500 during a subsequent year. The increased borrowing limit for a subsequent year applies ONLY if the remaining portion of the student's program is one year or more. The lifetime borrowing limit for an undergraduate is \$23,000. As a rule, loans must be prorated if the remaining portion of a student's program is less than one academic year.

REPAYMENT: Begins six months after leaving school or dropping below half-time. Under certain conditions, repayment may be deferred by the lender. The lending institution or the loan servicer will supply details. Minimum monthly payments are \$50 per month and may be higher depending upon total amount borrowed. The maximum repayment period is 10 years, not counting periods of deferment or forbearance. Deferment and forbearance information is available from the lender or the loan servicer. The interest on subsidized Federal Stafford Loans is paid by the government until the borrower leaves school or drops below half-time enrollment. The interest rate is based on the bond equivalent rate of the 91-day Treasury Bill rate established on the preceding June, but may change after July 1, 2007. First-time Federal Stafford Loan borrowers must complete a computerized loan debt counseling session before receiving their first disbursement. Students must complete an exit interview before the end of their loan period or at any time they drop below half-time enrollment. Students with a prior Stafford Loan at SLCC may have their funds released if satisfactory academic progress has been verified and the students are enrolled for the correct number of credit hours.

**NOTE:** New borrowers may qualify for partial repayment of Federal Stafford Loans in return for certain types of teaching or health services. Contact lender for further information.

**3. FEDERAL STAFFORD LOAN (UNSUBSIDIZED)**

Available to students whose cost of education exceeds all financial aid received or whose financial need may be less than the cost of education. Students must be considered for a subsidized Stafford before eligibility for an unsubsidized loan is determined. Provided by lending institutions such as banks or credit unions.

AMOUNT: May not exceed cost of education less other aid. The maximum annual amount is \$3,500 or \$5,500, depending upon number of hours completed. (See information under subsidized loan.)

An additional unsubsidized loan of up to \$4,000 may also be available. Additional requirements apply and students must complete a separate application, collect documentation and

meet with a financial aid advisor.

REPAYMENT: Begins six months after leaving school or dropping below half-time. Under certain conditions, repayment may be deferred by the lender. The lending institution or the loan servicer will supply details.

The interest rate on an unsubsidized Stafford Loan is variable, based on Treasury Bill rates plus 2.77%, but currently may not exceed 8.25%. The government does not pay the interest on an unsubsidized Stafford Loan. It may be accrued and capitalized or students may pay it while in school.

**4. FEDERAL PLUS LOAN**

Available to parents of a dependent student. Provided by lending institutions, such as banks or credit unions.

**NOTE:** Lenders will require a credit check for prospective PLUS borrowers. PLUS disbursement checks will be made copayable to parent(s) and SLCC. Parental endorsement must be obtained before SLCC endorsement and subsequent disbursement can be made.

AMOUNT: May not exceed cost of education less other estimated financial assistance.

REPAYMENT: Begins 60 days after disbursement. Deferment may be granted under certain circumstances. The lender can supply information on deferments. Interest rate on a PLUS is variable, based on the 52-week Treasury Bill rate plus 3.1%, currently capped at 9%. Interest on PLUS is not paid by the government and rate is subject to congressional revision.

**5. SHORT-TERM BOOK LOANS**

Available to students who have completed at least 12 credit hours at SLCC and have a cumulative GPA of 2.0 or higher. Short-Term Book Loans are provided by Salt Lake Community College.

AMOUNT: Maximum amount \$500 per year to cover emergency expenses only.

REPAYMENT: An emergency loan must be repaid by the end of the term in which it is made. A \$10 service charge is added to the amount borrowed.

**PART-TIME WORK**

Many part-time student jobs are awarded through the Federal College Work-Study program, which requires establishing financial need through FAFSA. Work opportunities are scheduled around eligible students' class schedules. Pay scales are based on hourly rates (at least minimum wage) and may vary depending upon the job. Students are awarded a specific dollar amount and may work until total salary paid equals that amount. Most students work 10–20 hours per week.

Part-time off-campus jobs which do not require financial aid eligibility are available within the community. Contact the Student Employment Office for more information.

**TUITION WAIVERS**

SLCC maintains a tuition-waiver program, which waives tuition (not fees) for eligible students enrolled at least (9 to 18 hours) in a number of academic programs. Most waivers are granted for two semesters; **summer term waivers require a separate application.** Waivers are not transferable and may not be used for continuing education classes. A tuition waiver is credited to the student's tuition charges and no cash disbursement is made. Types of tuition waivers follow.

**NOTE:** Students whose disabilities preclude 3/4 time (9 hours) enrollment can be considered for part-time tuition waivers.

**HONORS AT ENTRANCE**

Available to new students entering from Utah high schools. Applicants must have at least a 3.5 high school grade-point average (GPA) to apply. Application deadline is March 1.

**PRESIDENTIAL LEADERSHIP**

Awarded to new students who have been active in school and/or community activities. Students awarded a Presidential Leadership waiver are required to be involved with SLCC student organizations and participate in a weekly leadership training during their freshman year. Application deadline is March 1.

**DEAN'S DEPARTMENTAL (NEW STUDENT)**

Available to students who can demonstrate skill, experience, related coursework and motivation in the area of their anticipated major. Award decisions are made by the academic department in which the student plans to enroll. Application deadline is March 1.

**DEAN'S DEPARTMENTAL (CONTINUING STUDENT)**

Granted by academic departments to continuing students, based on demonstrated skill, experience and motivation in the major area of study. Application deadline is May 1.

**PEER LEADERSHIP PROGRAM**

Available to students from ethnic and cultural backgrounds to enrich their leadership skills and college educational experience and interaction with campus.

**DIVERSITY CASH AWARD**

This award is designed to increase diversity on campus to enrich the educational experience of all students. Selection is based on grade-point average, ethnic background, letters of recommendation and activities. Recipients of this waiver must participate in peer leadership program and/or other student organizations related to diversity. Submission deadline varies by term.

**DIVERSITY (CONTINUING STUDENT)**

This award is designed to increase diversity on campus to enrich the educational experience of all students. Selection is based on GPA, ethnic background, letters of recommendation and activities. Recipients of this waiver must participate in peer leadership program and/or other student organizations related to diversity. Application deadline is April 1.

**PERFORMING ARTS**

Awarded by the SLCC Division of Fine Arts in the areas of theatre, music and dance. These are performance tuition waivers which are awarded on the basis of auditions and previous performance experience; participation in performing arts at SLCC is a requirement. Application deadline is March 1.

**CONTINUING STUDENT**

Students must have at least a 3.5 GPA to apply. Awards are based on a weighted cumulative GPA and total earned College credit hours. Application deadline is May 1.

**NOTE:** Students should be aware that a 3.5 GPA is required, but may not be high enough to earn this type of waiver.

**NEED-BASED**

Available to students with exceptional circumstances of need. There is no application deadline, but these are subject to availability of waiver funds. Students must first consult with a SLCC Financial Aid Advisor.

**SPECIAL TUITION WAIVERS**

Some waivers are available through campus organizations, which meet criteria for participation in campus, civic and community activities. Athletic waiver recipients are designated by the Athletic Department. Applications are available from the Athletic Department (Redwood Campus, LAC 20).

**NON-RESIDENT**

Available to outstanding non-Utah resident students. Applications considered throughout the year. This waiver covers the resident tuition amount only, while others cover 1/2 of the non-resident tuition differential.

**SUMMER TERM WAIVERS**

Available to continuing students with at least a 3.5 GPA for summer term only. Awards are based on weighted cumulative GPA and total earned College credit hours. Application deadline is April 1.

**SCHOLARSHIPS**

Scholarships provided by SLCC or by private donors are awarded on the basis of superior achievement and promise of future excellence. Financial need also is a criterion for some scholarship awards. Policy for the recipient's selection is made by a committee composed of faculty, staff and student representatives or may be established by the donor. Application forms for all scholarships are available from the Financial Aid Office or online at <http://www.slcc.edu/financialaid>.

**NOTE:** Scholarship funds may be available during the school year. Please visit the Financial Aid page at <http://www.slcc.edu/financialaid> for availability.

**GENERAL SCHOLARSHIP FUND**

SLCC scholarships are made available through a number of endowment and annual scholarship donations. A student may be awarded only one of these scholarships, which are based on a combination of need and merit each year. Awards range from \$70 to the total amount of tuition & fees per semester. Applications are available in early spring at the Financial Aid Office or online at <http://www.slcc.edu/financialaid>. Application deadline is April 1 for the following August.

Private or state scholarships vary in availability from year to year. Special applications may be required and deadlines for submission vary. Students should contact the Financial Aid Office for information on other scholarship funds, which may have been donated to the College. Applications are available at <http://www.slcc.edu/financialaid>. The following briefly describes some typical sources:

**FOUNDATION SCHOLARS**

Awarded to freshman students with outstanding academic achievement in high school (minimum GPA of 3.8), with consideration also given to leadership, community service, honors and awards. Scholarship covers tuition and fees plus \$700 per year; renewable for a second year if recipient maintains a 3.70 GPA in full-time enrollment. Application deadline is March 1.

**TERREL H. BELL LOAN INCENTIVE PROGRAM**

State-funded program providing funds for tuition and fees for students pursuing certification to teach in Utah. Funding must be repaid either through teaching in Utah schools or in cash. Application deadline is March 31. May not be available each year.

**SCHOLARSHIPS FOR BLIND STUDENTS**

Available through both the Utah Council for the Blind and the National Federation of the Blind.

**STERLING SCHOLARSHIPS**

Tuition only waivers (fees not included) to Sterling Scholar Award recipients at the regional or state level only.

**GOVERNOR'S APPLIED TECHNOLOGY SCHOLARSHIPS**

Tuition waivers awarded to winners of the Governor's applied technology program.

**DETERMINING NEED**

A student's financial need is the difference between the cost of attendance at SLCC and the expected family contribution.

**LEVEL OF NEED = BUDGET MINUS RESOURCES**

A number of federal, state and private sources of assistance are available to eligible students who demonstrate financial need. (Some scholarships and waivers based on merit and achievement are also available.) Aid is available to eligible students enrolled in eligible study abroad programs.

In receiving financial aid, students and their families are expected to assume some responsibility for meeting the cost of education. The expected contribution from the student and family is determined by income, assets, number of dependents and other relevant information. Most financial assistance is awarded when costs of attending SLCC are greater than the ability to pay. To determine this, the College uses the guidelines established by the U.S. Department of Education.

Students may obtain information from the Financial Aid Office at the Redwood, South City, Jordan or Sandy locations.

**APPLYING FOR FINANCIAL AID**

**APPLICATION PROCESS**

To apply for financial aid, students must:

1. Complete the Free Application for Federal Student Aid (FAFSA), school code 005220, and send it to the processor. The FAFSA is available at the Financial Aid Office and most high school counseling offices or may be submitted via Internet at <http://www.fafsa.ed.gov>.
2. Complete the College Financial Aid Personal Information Form and submit it to the Financial Aid Office. To be considered for a Federal Stafford or Perkins Loan, students must complete an additional Loan Application available from the Financial Aid Office.
3. Submit further documentation if verification is required by the Financial Aid Office. This may include copies of income tax returns, W-2 forms or proof of untaxed income.
4. Complete the admissions process to become a matriculated student in an eligible program at SLCC. Entering students who need financial aid must be enrolled in an eligible program and all of the matriculation requirements must have been met.
5. Have earned a high school diploma, a GED or a passing grade on an ability to benefit test.

**APPLICATION PRIORITY DATES**

Once students have completed an application for financial aid, it may take up to three months to process applications and notify students. The Financial Aid Office has established the following priority dates for students entering each semester:

FALL SEMESTER	APRIL 1
SPRING SEMESTER	SEPTEMBER 1
SUMMER TERM	MARCH 1

**NOTE:** Priority consideration will be given to students who have completed applications by these deadlines. Applications submitted after the priority dates will be processed as time allows and in the order received. Only one application is necessary for the Fall and Spring semesters; a separate application will be required for Summer term.

**WHAT HAPPENS AFTER APPLICATION?**

Once the FAFSA results are received in the Financial Aid Office, students will be contacted to provide any other information needed. When the student file is complete, it will be reviewed and processed by the Financial Aid Office.

If eligible, the student will be awarded and a letter will be sent to inform him/her of the amount of aid. After classes begin, the aid can be processed. If tuition and fees have not been paid, the aid will be applied to the unpaid charges. If any funds remain after tuition/fees are paid, a check will be mailed to the student's local address.

There are usually responsibilities which accompany receiving student aid. As a rule, students are expected to complete at least 70% of their classes and to maintain a minimum cumulative grade point average (GPA) of 2.0. Requirements for private scholarships may vary; students must be aware of what is expected.

For further information or assistance in filling out the FAFSA, contact the Financial Aid Office. The two main sources of financial aid are federal and state aid and scholarships awarded by the College or by private donors and organizations.

**ELIGIBILITY CRITERIA FOR FINANCIAL AID**

Students who receive federal or state financial aid funds are expected to maintain satisfactory academic progress (SAP). SAP includes a qualitative measure, as indicated by the cumulative GPA (CGPA) and a quantitative measure, determined by comparing attempted credits versus earned (or completed) credits within a maximum time frame. Determination of SAP takes into account the full record of students' attendance at SLCC, regardless of whether they received financial aid during previous periods of enrollment.

Students are allowed 150% of the published number of credit hours required for graduation in which to complete their program of study. For example, a student whose program requires 65 hours would have approximately 95 attempted credit hours to complete the program.

Calculation of maximum allowed hours is based on attempted hours, defined as all hours for which a student has enrolled, including all transfer hours which are relevant to the current program of study. Classes which receive a grade of withdraw (W), incomplete (I), audit (AU) or extension (EX) are considered attempted hours, as are all repeat courses.

Based on student need, a maximum of 30 remedial credit hours may be added to the published required number of credit hours. Transfer hours not applicable to program graduation will be subtracted from the number of credit hours required for graduation, thus a maximum time hour limit would be reduced accordingly. For example, if a student has 25 transfer hours and the program of study requires 65 for graduation, the maximum time-frame is determined by deducting 25 hours from 65 and multiplying the remainder by 150%. This would equal a max time-frame of 60 hours.

To ensure consistent progression toward graduation, students must satisfactorily complete a minimum of 70% of cumulative attempted credit hours with cumulative GPA of 2.0 or better. Academic progress will be monitored each term. Students who do not maintain a 70% completion rate with a minimum cumulative GPA of 2.0 for two consecutive terms will have their financial aid terminated. If

extenuating circumstances can be shown to have caused the student to fail to meet this academic standard, the student may appeal (as described below).

The penalty for failure to achieve SAP is termination of aid for at least one term or until the student has achieved satisfactory completion of 70% of cumulative enrolled hours with a minimum cumulative GPA of 2.0. Further aid is not awarded until this has been accomplished.

### APPEAL PROCESS

Students may appeal to the Financial Aid Appeal Committee for an extension of maximum allowed hours or for a waiver of requirements for attendance/completion of a term without aid based on documented mitigating circumstances. The appeal must be made in writing and must include supporting documents to substantiate the circumstances which brought about the appeal and which were beyond the control of the student. Students who disagree with the Appeal Committee's decision may ask that the documentation and the Committee decision be reviewed by the Director of Financial Aid and the Dean of Enrollment Services.

### CONDITIONS UNDER WHICH FINANCIAL AID MAY BE WITHDRAWN:

- Failure to meet satisfactory progress standards
- Failure to meet conditions of financial aid probation
- Misrepresentation or falsification of application materials for aid or for admission
- Official or unrecorded withdrawal from the College
- Violation of any institutional policy or regulation which could result in suspension or termination from the College
- For Stafford Loans, failure to complete a minimum of 6 hours with a grade of D- or higher.

### FINANCIAL AID OVERPAYMENT AND RETURN OF TITLE IV FUNDS POLICY

The following procedures are used to determine the amount to be returned to federal (Title IV) funds:

#### OVERPAYMENT

An overpayment situation occurs when students receive a Pell Grant and drop classes after funds have been disbursed. For example, if a student receives a Pell Grant based on full-time enrollment and then drops to nine credits, an overpayment will be calculated. Any refund will be credited back to the Pell Grant and the student will be required to pay back any difference between a full-time Pell Grant and a 3/4-time Pell Grant. These funds must be repaid prior to receiving aid for subsequent terms at SLCC or any other institution.

#### RETURN OF TITLE IV FUNDS

Return of Title IV funds occurs when a student receives federal funds and then officially drops, withdraws or ceases attendance without notifying the school. The amount of unearned Title IV aid must be figured. This is determined by multiplying the percentage of term not attended (based on calendar days including weekends and holidays) by the Title IV aid received. All types of aid—including loans—are used in this calculation. College work-study funds which have been earned will not be included. If a student attended more than 60% of the term, no return of funds will be required.

After the amount of Title IV aid to be returned is calculated, a determination of how much must be returned by the institution and how much must be returned by the student will be determined. Any funds returned by the institution are credited in the order of loans, (Unsubsidized Stafford, Subsidized Stafford, Perkins, PLUS) Pell

Grant, FSEOG Grant and other Title IV aid. If the student has any loans (Perkins, Stafford, and Plus) which have been used in the calculation, this obligation will be due and payable by the terms of the promissory note. Any grant funds to be returned by the student will be reduced by 50%. For example, if a calculation determines that a student's grant obligation is \$300, the repayment will be \$150.

Any return of Title IV funds required by student must be paid prior to receiving additional financial aid at SLCC or any other institution. Any funds returned by the institution on the student's behalf must be repaid by the student to the College prior to receiving grades or attempting to register for subsequent terms. A complete and detailed explanation of this policy, along with examples, is available at the Financial Aid Office.

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## GRADUATION

### APPLYING FOR GRADUATION

In order to graduate, students must:

1. Apply for graduation at least one semester before intended graduation and before the deadline published in the class schedule;
2. Complete an Application for Graduation obtained from Enrollment Services or <http://www.slcc.edu/graduation>;
3. Pay the \$20 graduation fee at the Courtesy Desk or Cashier's Office. A separate application and fee are required for each Certificate of Completion, diploma, or degree sought.

### GRADUATION REQUIREMENTS

To be eligible for graduation from SLCC, students must:

1. Apply for graduation at least one semester or term before intending to complete graduation requirements, and by the priority deadline published in the class schedule.
2. Maintain a 2.0 cumulative GPA on all course work.
3. Take 25% of required credits directly from Salt Lake Community College.
4. Qualify for a Certificate of Completion, a diploma, or a degree as outlined in this catalog.

### HONOR CORDS

Students who complete coursework with a cumulative grade-point average of 3.8 or above will qualify for the President's List and be awarded a gold cord at graduation. Students who complete coursework with a cumulative grade-point average of 3.5 or above will qualify for the Dean's List and be awarded a silver cord at graduation.

### ACADEMIC RENEWAL

#### POLICY

Students admitted to Salt Lake Community College may petition to have poor grades and credits discounted from the GPA calculation of previous coursework. To petition, the student must have an interruption in their education at Salt Lake Community College of at least five consecutive years and meet the policy requirements 1.1 through 2.8. The Academic Renewal Policy allows a returning student the opportunity to improve academic standing at Salt Lake Community College.

1. Academic renewal permits returning students to discount previous poor grades and associated credits from grade point calculations under the following conditions:

- 1.1 Returning students must have an interruption in their collegiate education at Salt Lake Community College of five or more consecutive years.
- 1.2 The grades and associated credits to be discounted must be at least five years old.
- 1.3 Academic renewal applies only to courses with grades of D+, D, D-, E or UW.
2. Conditions under which academic renewal will be considered:
  - 2.1 The applicant must be enrolled at Salt Lake Community College at the time of application for academic renewal and upon return to Salt Lake Community College, have completed 6 credits of graded coursework at SLCC with a GPA of 2.0 or above.
  - 2.2 Academic renewal may be applied only once during a student's academic career at Salt Lake Community College and it is irreversible.
  - 2.3 Not all graded coursework described in 1.3 must be discounted. Students may request specific courses for academic renewal.
  - 2.4 Repeated courses and credits are not eligible for academic renewal.
  - 2.5 Grades and credits approved for academic renewal will no longer count toward Salt Lake Community College program or graduation requirements.
  - 2.6 Courses approved for academic renewal and the course grades will remain on transcripts with an academic renewal notation.
  - 2.7 Students will not receive a tuition adjustment or refund for courses granted academic renewal status.
  - 2.8 Academic renewal applies only to courses and credits taken at Salt Lake Community College.

### PROCESS FOR APPLICATION

- Students need to meet with an Academic Advisor before applying for academic renewal.
- Students applying for academic renewal must complete and submit the academic renewal application form to Enrollment Services.
- Students must clearly identify courses for which they are requesting academic renewal.
- Enrollment Services will determine if all conditions have been met; the student will be notified within four weeks.
- Upon approval for academic renewal, grade point average and credit hours earned will be recalculated and appropriate notations made on the student's record.
- Academic renewal may not be accepted by transfer institutions or for financial aid satisfactory academic progress requirements.

### STANDARD SUBSTITUTIONS AND SUBSTITUTION GUIDELINES

Students requesting a substitution should see an academic advisor. Some course substitutions may require approval by department or division chair.

### GRADUATION CERTIFICATES

Graduation certificates and diplomas are mailed six to eight weeks after the end of the semester in which the student is approved to graduate and complete graduation requirements.

### SKILLS CENTER COSTS AND FEES

For Utah residents, costs for most Skills Center courses and programs are \$2.25 per clock hour of instruction, which includes student fees. Books and supplies are separate and are subject to change. See a Skills Center Admissions Advisor for total program costs or the Skills Center section of this catalog.

### SALT LAKE COMMUNITY COLLEGE POSTHUMOUS DEGREE POLICY

#### POLICY

All Degrees, Certificates of Completion, and Diplomas awarded by Salt Lake Community College may be issued posthumously under the following conditions:

1. The deceased student has completed a minimum of 80% of program and credit-hour requirements for his/her major field of study.
2. The deceased student is in good academic standing and has earned a minimum grade-point average of 2.00 at Salt Lake Community College.
3. The deceased student must have been enrolled at the college within the past two years.

A deceased student not eligible for a posthumous Degree, Certificate of Completion, or Diploma, may be awarded a Certificate of Academic Achievement at the discretion of the College.

#### PROCEDURE

1. A formal request for the Degree/Certificate/Diploma to be awarded posthumously may be initiated by any interested person or organization associated with the deceased student, and must be submitted to the Vice President for Student Services, accompanied by documentation of the student's death.
2. The Vice President will request a review of the deceased student's record by the Graduation Office to verify that minimum requirements have been met.
3. The Registrar will certify to the Vice President that the minimum requirements have or have not been met.
  - a. If minimum requirements have been satisfied, the Graduation Office will so notify the Vice President, provide the appropriate Degree, Certificate of Completion, or Diploma, with diploma cover, to the requestor, and post the award on the deceased student's transcript.
  - b. If minimum requirements are not met, the Degree/Certificate/Diploma will not be awarded, and the Vice President will determine if the circumstances warrant the awarding of a Certificate of Academic Achievement.
  - c. If the Certificate of Academic Achievement is to be awarded, the Graduation Office will provide it to the requestor. No notations of this certificate will be made on the deceased student's transcript.
4. The Vice President will communicate the results of the request to the requestor.

# TRANSCRIPTS

The permanent record (transcript) of your academic achievement is maintained by Enrollment Services. Transcript requests can be processed at Redwood, South City, Jordan Campus sites and Sandy Center for a \$4.00 fee per transcript. For information call 801-957-4298 or visit <http://www.slcc.edu>. Skills Center records are available separately at the Skills Center at South City Campus, 801-957-3354.

## VIEW TRANSCRIPTS ON LINE

Login to [mypage.slcc.edu](http://mypage.slcc.edu), click on the "Student" tab, scroll down to Services for Students and click on "Academic Transcript." If you wish to print the document go to the bottom of the last page and right-click the mouse and select the print option. (This is an unofficial transcript.)

## ORDER OFFICIAL TRANSCRIPTS

Official transcripts are signed and sealed and cost \$4.00 per copy. To request an official transcript:

### ONLINE

1. Go to <http://www.slcc.edu>. Sign into MyPage and click on the "Student" Tab
2. In Services for Students locate Student Records, and click on "Order Official Transcript"
3. Pay the transcript fee by credit card and follow the prompts until your request is complete

If you have trouble with your MyPage account, contact the Help Desk at (801) 957-5555.

### IN PERSON

Complete a Transcript Request Form at Enrollment Services and pay the \$4.00 fee to Center Courtesy Desk or Cashiers office. Bring the completed request from to Enrollment Services with your picture ID.

### MAIL OR FAX

Include a completed Transcript Request Form OR include the following information: Name, Student ID or SS#, Date of Birth, Last Date Attended, Previous Names, the Name and Address of person or organization transcript is to be sent to, your Current Contact Information, and your Signature authorizing release of your transcripts.

Mail transcript request and \$4.00 check or money order:

**ENROLLMENT SERVICES  
SALT LAKE COMMUNITY COLLEGE  
PO BOX 30808  
SLC UT 84130-0808**

Or Fax your request to (801) 957-4961 and call cashier at (801) 957-4460 to pay fee by credit card.

Transcript request forms are available at <http://www.slcc.edu>. Faxed and mailed transcripts are usually processed within 3-5 working days receiving your request.

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# COLLEGE POLICIES

## UNSCHEDULED COLLEGE CLOSURES

Information Hotline - (801) 957-INFO (957-4636)

SLCC normally remains open, running on schedule even during

inclement weather. However, in cases of unusually severe weather or other unanticipated conditions, it is possible the College schedule may change: one or more sites may be closed or may open late, classes may be canceled, staff offices may be closed or evening classes may be dismissed early. For information about any unscheduled College closure, call the information hotline listed above. Information is posted to this hotline as soon as any decisions affecting class status are made and the recording is updated whenever conditions change.

## CHANGES IN LAWS, RULES AND POLICIES

1. Although every effort has been made to assure accuracy of information in this catalog, students and others should note that laws, rules and policies change periodically. Often, such changes alter the information contained in this publication. It is not possible in a publication of this size to include all rules, policies, and other information which pertain to students or Salt Lake Community College.

The most current or complete information may be obtained from appropriate departments and divisions. Changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

2. Nothing in this catalog shall be construed, operated as, or have the effect of an abridgment or a limitation of any rights, powers or privileges of the Utah State Board of Regents, SLCC's Board of Trustees, or SLCC's President.

This catalog does not constitute a contract or the terms and conditions of a contract between students and the institution. The relationship of students to the institution is one governed by statute, rules, and policy adopted by the Utah Legislature, Board of Regents, Board of Trustees, the President and their duly authorized designees.

3. Advisors are provided to assist students in planning academic programs. They are not authorized to change established policy. Students are solely responsible for assuring that their academic programs comply with College policy. Any variance with established policy must be confirmed by a division chair.
4. SLCC has the right to terminate or modify programs and/or program requirements, content and the sequence of program offerings from semester to semester for reasons it deems sufficient to warrant such action.
5. Course descriptions are based on reasonable projections of faculty, faculty availability, facilities, and curriculum considerations. They are subject to change based on changes in circumstances.
6. Accreditation, approvals, and certification of SLCC are based on the institution's status at the time of printing this catalog. They are subject to review and modification from time to time.
7. SLCC disclaims liability of any kind for injury or illness of students as a result of participation in activities connected with the College. Every reasonable effort is made to provide safe conditions for conducting all activities.

## STUDENT RIGHT TO KNOW

In accordance with the Student Right-To-Know and Campus Security Act (P.L. 101-542, amended by P.L. 102-26), Salt Lake Community College conducts an annual study of persistence and graduation rates of full-time freshman who have not previously attended college. Results of this yearly study and information regarding security issues are published online at <http://www.slcc.edu/disclosures>. A printed copy is available from Enrollment Services.

## STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

**THE RIGHT** to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit written requests identifying the record(s) they wish to inspect to the Registrar. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If records are not maintained by the Registrar, he/she shall advise the student of the correct official to whom the request should be addressed.

**THE RIGHT** to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to hearing.

**THE RIGHT** to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

**NOTE:** SLCC has contracted with the National Student Clearinghouse to provide verification of student enrollment and degrees or certificates earned. The National Student Clearinghouse is considered a "school official" acting with "legitimate educational interests."

**THE RIGHT** to file a complaint with the U.S. Department of Education concerning alleged failures by SLCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE  
U.S. DEPARTMENT OF EDUCATION  
400 MARYLAND AVENUE, S.W.  
WASHINGTON, D.C., 20202-4605

Personally identifiable information or records relating to a student will not be released to any individual, agency or organization without the written consent of the student as described in FERPA regulations, except Directory Information, which may be released upon request unless the student specifically withholds permission to do so. Directory information includes:

Student's name  
Address  
Telephone number  
Date of birth  
Major field of study  
Dates of attendance  
Enrollment status  
Degrees and awards received  
Most recent previous educational agency/institution  
Participation in recognized activities/sports  
E-mail address

### TO WITHHOLD THE RELEASE OF DIRECTORY INFORMATION

Students must complete a Request to Prevent Disclosure of Directory Information form, available from Enrollment Services offices and online at <http://www.slcc.edu>, to withhold release of directory information. This form may be submitted online or in-person at an Enrollment Services office during regular office hours; the request will become effective upon computer input.

## AMERICANS WITH DISABILITIES ACT (ADA)

SLCC embraces both the letter and the spirit of the Americans With Disabilities Act (ADA), which in part says, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity."

For more information, STUDENTS should contact the Disability Resources Center at (801) 957-4659 (Voice) or (801) 957-4646 (TTY); EMPLOYEES should contact Human Resources at (801) 957-4212. For the SLCC ADA Coordinator, call (801) 957-4041.

## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Salt Lake Community College is an equal opportunity institution providing education and employment opportunities without regard to race, color, gender, sexual orientation, religion, national origin, disability, age and/or veteran status.

Inquiries concerning the above, including the application of Title I, Title VI, Title VII, Title IX, or Section 504\* may be referred to the SLCC Director of Equal Employment Opportunity at (801) 957-4212.

### \*DEFINITIONS:

Title I - American Disabilities Act  
Title VI - Civil Rights Act  
Title VII - Civil Rights Act  
Title IX - Educational Amendments of Rehabilitation Act  
Section 504 - A Section of the Age Discrimination in Employment Act

## CRIME AWARENESS AND CAMPUS SECURITY REPORT

Safety and well being of students, visitors and employees is a high priority at SLCC. The full support and cooperation of the entire college community is required to allow for the pursuit of knowledge in a safe and secure environment. The Crime Awareness and Campus Security Report issued to faculty, staff, and students is

designed to comply with the Student Right-To-Know and Campus Security Act of 1990. (34 CFR 668.47 and amendments. It is annually updated to provide current information to all students, employees, or any applicant for enrollment or employment at the College. This report includes information about campus law enforcement, reporting of criminal activity, crime awareness and prevention, and campus crime statistics.

To obtain copies, call the SLCC Public Safety Department at (801) 957-4270 or visit <http://www.slcc.edu/disclosures>.

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## STUDENT CODE OF CONDUCT

Salt Lake Community College seeks to provide a safe and secure environment for its community through the dissemination of the Student Code designed to respect and protect the rights and well-being of its members, and without disruption of individual's pursuit of education. The College reserves the right to suspend or dismiss students for failure to conform to rules outlined in the Code for conduct detrimental to the interest to conform to the College community. Adherent to this right, the College may subject students to disciplinary action for conduct contrary to College policy on or off campus. The primary objective for the administration of discipline under the Student Code of Conduct is to foster **ethically responsible behavior** and protect the campus community.

The Code outlines the specific rights which students are guaranteed and the responsibilities students have as community members. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

### CODE AVAILABILITY

Students may obtain a complimentary printed copy of the Student Code of Conduct from the Office of Student Life and Leadership E174 South City and in the Student Pavilion, Jordan Campus. (SC124), Redwood Campus. Students also may request printed copies from Student Services offices at all other SLCC locations. The Student Code is also available online in MyPage under the School Services tab.

### STUDENT RIGHTS AND RESPONSIBILITIES

Students accept both the rights and obligations of citizenship. They retain and enjoy all rights secured by the Constitution and local, state or national laws.

Rights and freedoms are best preserved in a community whose members are mutually tolerant of the exercise of rights and freedoms and whose members are free from physical violence, force, abuse and threat. Toward that end, SLCC has adopted certain personal and organizational standards, policies and procedures that govern the responsibilities and behavior of its members. Violations are grounds for judicial action and possible disciplinary sanctions. Any students who assist, encourage or incite others to violate SLCC policies are similarly subject to such action.

### AUTHORITY AND RESPONSIBILITY

Daily responsibility for good conduct rests with the students. All members of the College community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

Ultimate responsibility and authority to enforce the Student Code of Conduct rests with the College President. The President may, and has, delegated responsibility for administration of the disci-

pline system to the Vice President of Student Services. The Vice President delegates responsibility to various judicial bodies and administrators. All procedures followed and decisions made by authorized hearing officers and bodies are subject to Vice Presidential and Presidential review.

SLCC reserves the right to take any necessary and appropriate action to protect the safety and well being of the campus community.

### ACADEMIC HONESTY

Honesty is an expectation at SLCC. This means that each member of the College community will adhere to principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process as outlined.

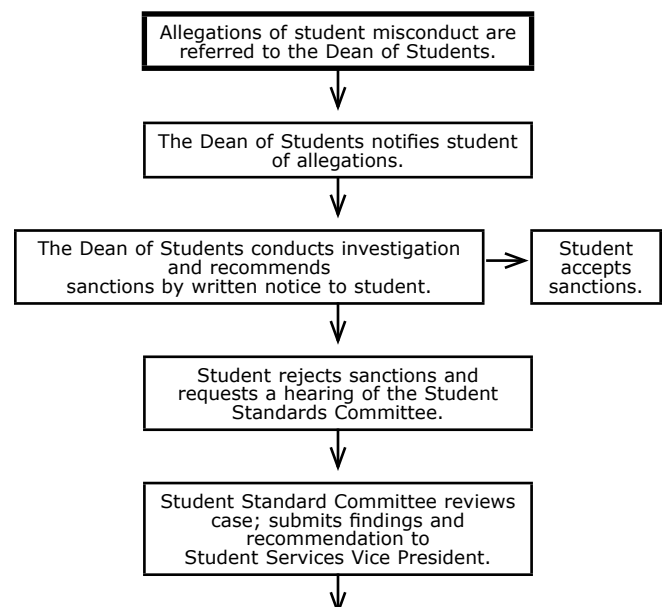
Students are also held to the College policy on acceptable use of college computing resources; which, prohibits the distribution of passwords or confidential information; sending, receiving or storing fraudulent, harassing or obscene messages; and the encroachment of computer resources or any attempt to break, or override the security of the College computers.

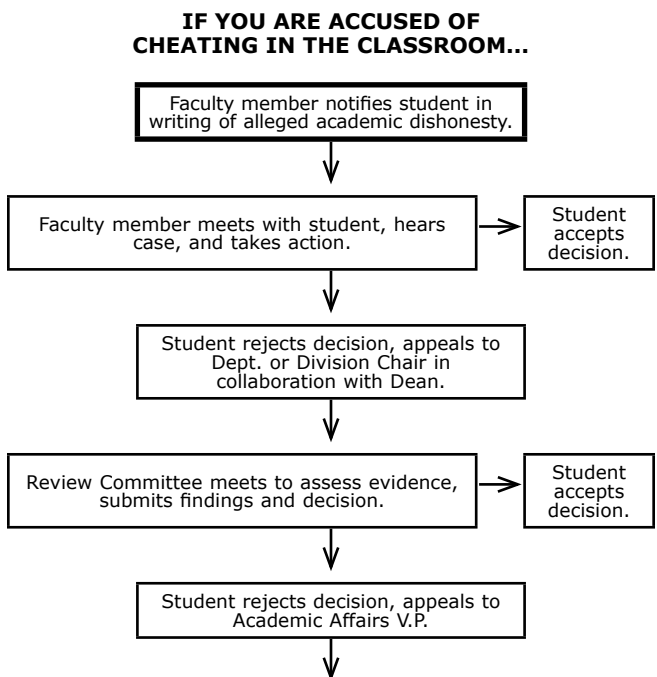
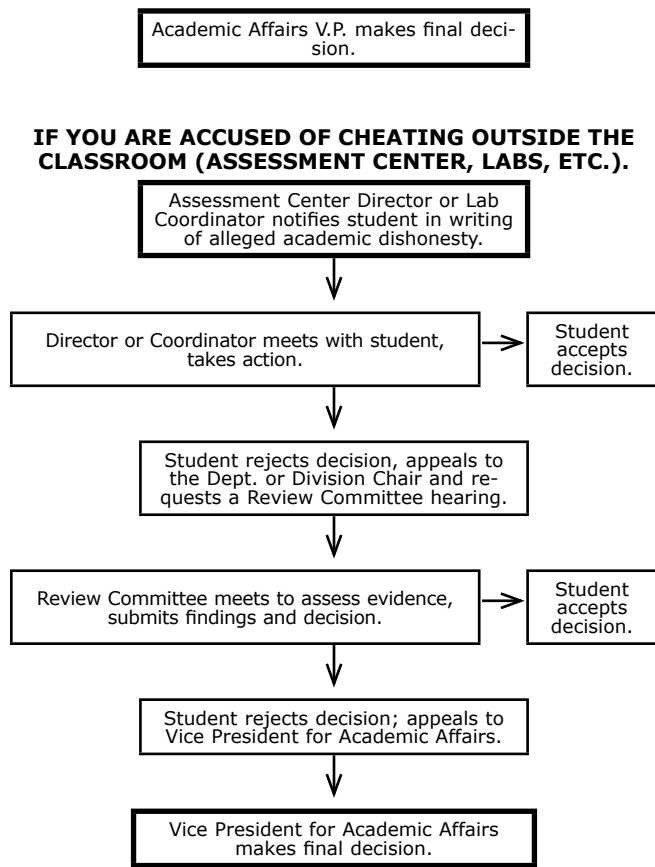
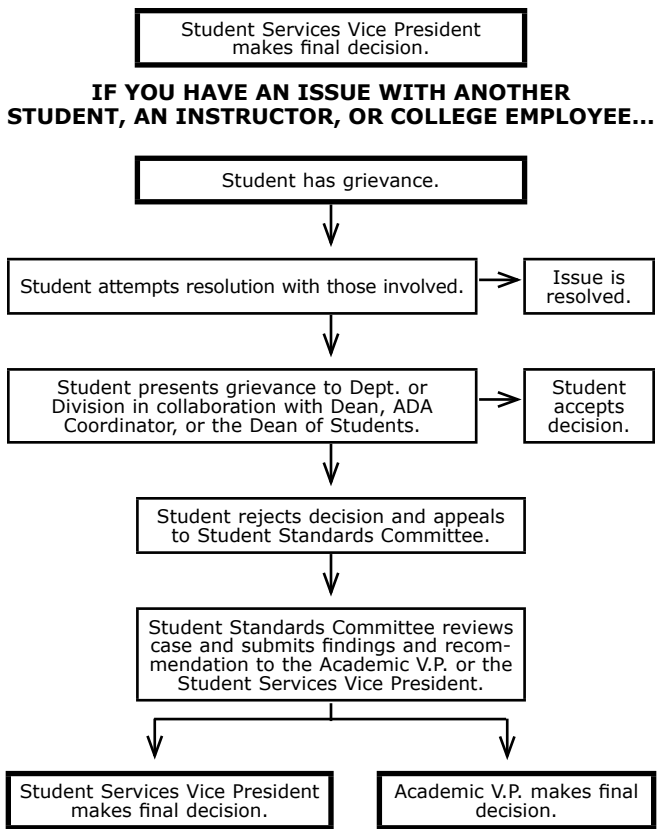
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## FAIR AND EQUITABLE DISCIPLINARY PROCESS

The SLCC social discipline system is established in accordance with the concept of due process. Due process, as used herein, consists of two parts. First, students will know in advance what conduct is unacceptable, and the consequences of such conduct. It requires rules and regulations of student behavior that are reasonable, clear, and precise, clearly communicated, and fairly and consistently administered (substantive due process). Second, students will be given a statement of charges against them and a fair opportunity to be heard and to present witnesses before a decision is rendered (procedural due process).

### IF YOU ARE ACCUSED OF MISCONDUCT...





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## CAMPUS POLICY ON DRUGS AND ALCOHOL

SLCC code prohibits possession, consumption, or distribution of hallucinating, narcotic, or other illegal drugs. The code also prohibits possession, consumption, or distribution of alcoholic beverages on any property owned or leased by the College and at any college activity. Campus members may be subject to prosecution by civil authorities for violation of state and federal laws. Violation of the alcohol, tobacco, and other drug policies will be handled through the Dean of Students. The sanctions taken may include, but are not limited to: referral for assessment to Health and Wellness Services, appearances before the Student Standards Committee, probation, or expulsion. For information on health risks of alcohol abuse, contact Health and Wellness Services.

ALCOHOL AND TOBACCO LAWS	PENALTIES
<p><b>DUI</b> - It is illegal to drive or be in physical control of a vehicle while under the influence of alcohol or other drugs. Utah's Implied Consent law requires submission to blood alcohol content (BAC) test. Refusal will result in revocation of license for one year. You are in violation if your BAC is .08 or greater <b>OR</b> if you are incapable of operating a vehicle.</p>	<p>Up to 6 months imprisonment and/or \$1,000 fine, rehabilitation assessment and education class, suspension of license for 90 days, \$100 to victim restitution fund. Accident, injury or death will increase penalties. Class B misdemeanor.</p>

ALCOHOL AND TOBACCO LAWS	PENALTIES
<b>MIP</b> - It is illegal for minors (under 21) to buy, possess (even hold) or drink alcohol.	Up to 6 months imprisonment and/or \$1,000 fine. Class B misdemeanor.
<b>NOT-A-DROP</b> - You are in violation if you are under 21, have consumed any amount of alcohol and are driving.	Lose license for 90 days, required substance abuse assessment, and may still face MIP laws.
<b>OPEN CONTAINER</b> - It is illegal to drink any alcoholic beverage while operating, or as a passenger in, a vehicle (parked or moving), or have an open container in vehicle.	Up to 6 months imprisonment and/or \$1,000 fine. Class B misdemeanor.
<b>SELLING, FURNISHING, OR SUPPLYING ALCOHOL TO A MINOR</b> - You are in violation if you provide alcohol to a minor.	Up to one year imprisonment and/or \$2,500 fine. Class A misdemeanor.
<b>INTOXICATION</b> - A person is in violation if he is under the influence of intoxicating liquor or other substances to the degree that the person may endanger himself or others in a public or private place and unreasonably disturb others.	Imprisonment in jail or detoxification center if necessary for protection of self or others. Class C misdemeanor.
<b>TOBACCO USE OR POSSESSION</b> - It is unlawful for any person under the age of 19 to purchase or possess tobacco in any form.	Maximum \$500 fine. Class C misdemeanor.
<b>CLEAN AIR ACT</b> - Prohibits smoking in a public place, public meeting, or any government building. (All buildings on SLCC campus.)	Maximum \$500 fine. Class C misdemeanor.

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