



8.1.010

Admissions Policy

Date of last board of trustees review: March 13, 2024

The originator of this policy is Admissions. Questions regarding this policy may be directed to the originator by calling 801-957-4485.

1. Policy

Salt Lake Community College is an open enrollment institution that welcomes students for admission to any course of study for which they qualify, including SLTC technical education classes and programs. The college does not exclude from participation in, deny the benefits of, or subject any individual to discrimination based on race, color, national origin, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs, or any other status protected under applicable federal, state, or local law.

Students under the age of eighteen who have not completed high school or high school equivalency must comply with Utah Code 53A-11-102. Students in public or private schools or home-schooled students can only be admitted to Salt Lake Community College as a Concurrent Enrollment or Early Enrollment special status student. Individuals who have not completed 10th grade or are under the age of fifteen are expected to have exhausted all educational resources at the secondary level or home school before petitioning for special status at Salt Lake Community College. Special status at SLCC is not meant to replace other educational resources currently available to public and home-schooled students under the age of 15.

High School students in grades 9-12 are eligible to be admitted to and attend SLTC technical education classes and programs tuition free, per Utah Code 53B-2a-106.

Previous academic status at other institutions shall not constitute criteria for acceptance or denial of admission.

2. References

- A. United States Immigration and Nationality Act, 8 U.S.C. §§ 100-1778.
- B. Presumption of Lawful Admission, 8 C.F.R. § 101.

- C. Approval of Schools for Enrollment of F and M Nonimmigrants, 8 C.F.R. § 214.3.
- D. Institutional Eligibility Under the Higher Education Act, 34 C.F.R. § 600.
- E. Tuition Waiver and Scholarships, Utah Code Ann. §§ 53B-8-101–304.
- F. Qualifications For Entrance to Community Colleges–Preference to Veterans, Utah Code Ann. § 53B-16-203.
- G. Access, Admission and Articulation, Utah State Bd. of Higher Ed. r. 461.3.2.1.
- H. Determination of Resident Status, Utah State Bd. of Higher Ed. r. 512.



8.1.010

Admissions Procedure

Date of last executive cabinet review: February 13, 2024

The originator of this procedure is Admissions. Questions regarding this procedure may be directed to the originator by calling 801-957-4485.

3. Definitions

- A. **Concurrent Enrollment:** enrollment in college courses, for dual high school and college credit, by public high school students who continue to be enrolled as high school students and counted in average daily membership. It exists when college enrollment occurs under contractual arrangements between a school district and a USHE (Utah System of Higher Education) credit-granting institution. Concurrent enrollment students are considered special status students.
- B. **Directory Information:** personally identifiable information or records relating to a student.
- C. **Early Enrollment:** students who are juniors or seniors in high school and would like to attend Salt Lake Community College before high school graduation. Early enrollment students are considered special status students.
- D. **Educational Resources:** in person or online classes, curriculum, and other instructional materials designed to assist students in completing the work and demonstrating the mastery of skills and competencies required for graduation from high school.
- E. **Guest Student:** a student who is enrolled and completing a degree or certificate requirement at another college or university (primary institution) and wishes to attend SLCC with the intention of transferring earned SLCC credits to their primary institution.
- F. **Home School:** students taught academic curriculum at home instead of public or private schooling.
- G. **I-20:** certificate of eligibility for non-immigrant student status, created by Student and Exchange Visitor Information System (SEVIS) approved schools, language schools, secondary schools, and post-secondary schools.
- H. **International Student:** any student in the U.S. on a non-immigrant Visa.

- I. LEA: a local education agency, including local school boards/public school districts and schools, and charter schools.
- J. Re-Admit: the return to active registration status of a student absent from the institution for a period of greater than one year.
- K. Residency Status: the determination of permanent domicile in the State of Utah.
- L. SLTC Student: Salt Lake Technical College student enrolled in a low-cost technical education program.
- M. Special Status Student: a high school student permitted to attend as a non-matriculated, non-degree-seeking student to earn college credit.

4. Procedures

A. General Admissions

1. Admissions is responsible for implementing guidelines designed to review and accept applications for admissions. This includes [residency](#) determination following Utah State Bd. of Higher Ed. r. 512.
2. General admission procedure allows admission on a first-come, first-served basis to students who have met all requirements in the SLCC Admissions Policy for admission to Salt Lake Community College.
3. A student who applies as a general admissions student but would only be eligible for admission as a special status student will be notified by email and given instructions to apply as a Concurrent Enrollment or Early Enrollment special status student.

B. General Re-Admittance

1. Admissions is responsible for implementing [guidelines](#) designed to re-admit students into Salt Lake Community College.
2. [Re-admittance](#) requires that the student be in good disciplinary status, good financial standing, and update directory information with the college.
3. Students who have been away from the college for more than one year must complete an admissions update form.

C. International Student Admission

1. Following the procedures in 8 C.F.R. § 214.3, Approval of Schools for Enrollment of F and M Non-immigrants, a school or school system seeking authorization for attendance by non-immigrant students under 8 C.F.R. § 101(a)(15)(F)(i) or 101(a)(15)(M)(i), or both, must file a petition for certification with SEVP, using the

Student and Exchange Visitor Information System (SEVIS).

2. International Student Services is responsible for implementing guidelines designed to review and accept applications from qualified non-immigrants.
3. International Student Services may issue form I-20 to a prospective F-1 student only after the conditions listed at 8 C.F.R. § 214.3(k) have been met.
4. To be eligible for admission as a non-immigrant international student, the prospective student must complete an online application for admission.
5. The application, the student's transcripts or other records of courses taken, proof of financial resources for the length of time necessary to pursue education in the United States, and other supporting documents must be received, reviewed, and evaluated by the Salt Lake Community College International Student Services office.
6. International Student Services determines that the prospective student's qualifications meet all standards for international admission.
7. Once accepted, a certificate of eligibility form I-20 is issued to the student. Information regarding current guidelines can be obtained from International Student Services.

D. Guest Student

1. Admissions is responsible for implementing [guidelines](#) to accept guest student applications.
2. To be eligible for guest student status, students must meet the following criteria:
 - a. enrolled and completing degree or certificate requirements at another college or university (primary institution);
 - b. seek to complete 15 credit hours or less at SLCC with the intention of transferring earned SLCC credits to their primary institution; and
 - c. be non-degree seeking and, as a result, ineligible to receive SLCC financial aid or veteran's education benefits at SLCC.
3. A general admissions application for SLCC must be submitted if a student has no previous college credit.

E. Early Enrollment (Special Status Student)

1. Admissions is responsible for implementing [guidelines](#) to review and accept applications for early enrollment. To be eligible for early enrollment, students must meet the following standards:

- a. Students must have completed their 10th grade high school curriculum.
 - b. Students must currently be enrolled in high school, be registered through the school district as a home school student, or be a minor officially released from state compulsory school attendance requirements.
 - c. Students must demonstrate college readiness as defined in the early enrollment guidelines.
 - d. Students submit materials (application and documentation) by specified deadlines as the early enrollment guidelines outline.
2. An appeal process is outlined in early enrollment [guidelines](#). Information regarding current guidelines can be obtained from the Office of Admissions.

F. Concurrent Enrollment (Special Status Student)

Under the direction of Concurrent Enrollment, high schools are responsible for reviewing student eligibility for acceptance. To be eligible for the concurrent enrollment program, students must meet the following standards:

1. Students must submit a completed admission application. SLCC notifies each student of their SLCC identification number.
2. Students must submit eligible placement test scores or approved equivalency or demonstrate college readiness before registering for concurrent enrollment classes.
3. Students in 9th–12th grade are eligible for concurrent enrollment.
4. Students must be counted in the average daily membership of a local education agency (LEA) that has entered into a contract with SLCC to participate in concurrent enrollment.
5. Students must meet admission deadlines established and disseminated by Concurrent Enrollment.
6. Acceptance into a concurrent enrollment program does not guarantee continuing enrollment as a regular student if SLCC Admissions Policy section 4 (procedures) requirements are unmet.

G. Selective Admissions

1. Some Salt Lake Community College (SLCC) programs are selective admission programs and may require a secondary admission process. The prerequisite courses, testing (if applicable), and processes must be clearly articulated to students. An additional admission application and forms may be used for these

programs, but they do not replace the primary SLCC admission application.

2. When developing selective admission requirements and procedures, academic administrators should provide a fair, equitable, and transparent process that ensures each student is properly notified of the acceptance decision.
3. Selective Admission Requests
 - a. In cases where a specific program is affected by regulations or requirements placed upon it by an outside licensing agency or institution and/or extremely limited capacity or facilities and high student demand, the Associate Dean or Dean may request that a selective admission procedure be set up for that program to assure that:
 - (1) outside agency accreditation and placement standards are met; and
 - (2) all students admitted to the program are qualified to perform the required coursework and meet standards for licensure where appropriate.
 - b. The request to establish a selective admission procedure must be submitted to the provost of Academic Affairs for presentation and final approval by the executive cabinet.
 - c. The executive cabinet reserves the right to request a review when appropriate.

H. Selective Admission Standards

Selective admission standards shall be developed by an ad hoc committee comprised of academic department faculty members, Academic Affairs and Student Affairs representation, college administration, and Risk Management.