

Student Procedure Guidelines

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The School of Applied Technology (SAT) at Salt Lake Community College provides quality career and technical education in a flexible, competency-based format meeting the needs of students desiring low-cost training in high-demand job fields. Programs are responsive to business and industry requirements resulting in appropriate licensure, certification, or evidence of completion, articulating, where appropriate, with career and technical education courses and programs within the College.

Admissions & Registration

New students who wish to register for an SAT program or course must complete a Salt Lake Community College Application for Admission through the web (high school students apply in person). A non-refundable \$40 application fee is required at time of application. This fee covers application, assessment, orientation, and the student identification card (One Card).

During the application process, students will declare a program of study. SLCC Certificates of Achievement, Proficiency or Completion will be awarded for completing programs. SLCC Certificates are not awarded for English as a Second Language, College Academic Readiness or courses taken outside a declared program of study.

To register for an SAT program, students must demonstrate basic skill levels as defined for the program. Often these skill levels are demonstrated by taking the TABE® (Test of Adult Basic Education), Accuplacer®, ACT®, SAT®, prior college level course work, ESL placement exam, or successful completion of applicable coursework. The School of Applied Technology at Salt Lake Community College requires all TABE® and Accuplacer® tests be administered at an SLCC testing center. TABE, Accuplacer and ESL tests must be administered by SLCC.

Skill level requirements vary by program (see the SAT Catalog, SAT website or an advisor for details) and are evaluated and posted on a yearly basis. Exceptions to admission requirements may be granted on a case-by-case basis by the Associate Dean for SAT Testing. Students may declare only one program of study at a time. This does not prevent them from registering for courses outside their declared program of study as long as prerequisites are met. However, those courses outside of the program will not be eligible for financial aid. Also, students in the Competency-Based Education (CBE) model may only take courses within their selected program.

High School Students

High school students are welcome in SAT programs and courses except for ESL and College Academic Readiness. They must complete the [High School Pre-Registration](#) form (available at www.slcc.edu/sat) to qualify for SAT Career and Technical Education programs and courses. High school students do not pay tuition; however, they pay the application fee, student fees, lab fees and cost of books and supplies required for the program. The SAT does not grant high school credit; however, the high school may, at its discretion, grant high school credit for work completed at the SAT. High School students must meet entry criteria established for the program. High school students are not eligible for federal financial aid. Note, high school documents must be resubmitted every year for continued enrollment (due July 1st of every year).

Program/Course Costs

New students will be given a cost estimate by their advisor that details the tuition, student fees, and course lab fees, if any, for their program of study. Tuition and student fees for SAT courses are based on published clock hour rates. The admissions application fee, course lab fees and the cost of books and supplies are extra. All costs are subject to change.

Depending on the instructional delivery type, costs will be determined as follows:

CBE Students will purchase 10-week blocks of time during which they may progress as fast as they are able. Payment plans are available for qualifying students (contact Accounts Receivable for details). The last block is variable in length, designed to meet the time required to complete the program.

English as a Second Language (ESL) Students will pay for all courses upfront. Payment plans are also available for qualifying students.

Legacy Students will pay for 50% of the program upfront. Once the first half of the program is completed, the remainder of the program costs are due. Where available, students in Legacy programs may also register and pay tuition for one course at a time.

Personalized Professional Training (PPT) Students enroll in individual courses, paying for each course as they progress. Please refer to the [list of courses available for PPT](#).

New students are required to pay tuition and fees prior to initial registration for the course(s). Students who rely on a community or government agency, VA or PELL grants must have their funding secured before registering for courses.

As continuing students are registered into the next course(s), payment for these courses is due within 3 business days. Failure to pay within this time frame will result in a hold being placed on the account. Holds for financial reasons may **affect student's ability to register for additional courses**, access transcripts, or receive certificates.

Students who are in the U.S. on visas (such as visitor or student) must pay nonresident fees (visit International Student Services website at www.slcc.edu/iss or email internationalservices@slcc.edu for more information).

Challenge Exams and Experiential Learning

When requested, previous competency may be applied toward an SAT course through evaluation of Experiential Learning if available through the department. All Experiential Learning and Challenge Examinations should be completed prior to registration in the program or course(s).

Challenge Examinations (Legacy and SPEN only). The School of Applied Technology offers approved challenge tests for those students who have already acquired the necessary skills in a particular subject. Please refer to the [SAT Testing Services](#) website for available tests.

Experiential Learning. The student provides documented proof, as defined by the program, of competency for a specific course. If the documentation can be applied to the course, the course will be graded out with a TC (transfer competency). Students will not pay for the course if a TC grade is

applied. Students who register for a course forfeit the opportunity to request experiential credit for the course. Credit for experiential learning cannot exceed 25% of the total program hours.

Changing Programs of Study

Once a program of study is declared, one program of study change is allowed per SLCC fiscal year (July 1 to June 30). Students receiving benefits should contact their sponsor, financial aid advisor, or the Veterans Center prior to changing their program of study to determine whether a program change will impact their funding. Students changing to a program of study within the instructional department may change their program of study by contacting their instructor and advisor and without going back through SAT enrollment services.

Students changing programs of study to a program outside the first **program of study's** department must meet with an advisor to determine whether or not there is a waiting list for the desired program and if they meet the entry criteria. If there is a waiting list, the student will be closed out of the first program of study as a non-completer and will be placed on the list. In either case, transfer or non-completer, students will not have to retake common courses.

SAT Delivery Options

The SAT offers a variety of instructional delivery methods to meet student needs.

CBE

Students can work from home, in the classroom or both. Practical examinations and assignments must be completed in the classroom during instructional time. Students are expected to complete weekly milestones (based on an average of 16 hours of coursework per week). The actual hours a student works may vary depending on prior knowledge, experience and ability. Students are expected to have weekly meaningful contact with an instructor (in person or via phone/Skype).

Personalized Professional Training (PPT)

For students who only need one or more courses for purposes other than earning a certificate for a full program of study. Similar to CBE, students can work from home, in the classroom or both. Practical examinations and assignments must be completed in the classroom during instructional time. Students are expected to complete weekly milestones (based on an average of 16 hours of coursework per week). The actual hours a student works may vary depending on prior knowledge, experience and ability.

Unless otherwise noted, students interested in PPT courses within CBE programs must complete 16 hours of coursework per week (hybrid or classroom).

Legacy Model (for students with Pell and VA funding)

Students in this modality are enrolled in either a full program of study comprised of multiple courses, or they are enrolled in courses on a course-by-course basis (SPEN). Students enrolled in a program of study will be scheduled for 16 to 24 hours per week, depending on program availability. Students enrolled on a course-by-course basis (SPEN) must schedule a minimum of 8 hours per week (only for non-Pell/VA students).

Students who enroll in CBE programs will not be allowed to transfer to the Legacy course-by-course (SPEN) enrollment, unless required by VA or Pell funding.

Attendance and Schedules: It is expected that students attend class as scheduled to ensure they make satisfactory progress toward course/program completion. Students on Pell funding may be eligible for a limited number of excused absences and should consult with their department faculty beforehand.

Set time/set place (STSP): The majority of SAT courses have been defined as STSP courses. With this instructional type, students **direct themselves under the instructor's guidance and supervision through** the curriculum. Students define their attendance schedule by working with the instructor and/or advisor to develop the schedule within the times and days the course is offered. The estimated completion date is calculated from start date and based on the declared attendance schedule.

Any time/any place (ATAP): This instructional type is used for clinical courses and externships.

Federal Financial Aid regulations define full-time status as 24 hours or more per week. Students with a 16 hour per week schedule may risk not completing their program benchmarks, thus becoming ineligible for further financial aid payments.

SAT will track and report to sponsors and financial aid according to their requirements. Attendance is only tracked for time in the classroom. Students arriving more than 15 minutes earlier than their scheduled time will not be admitted to class. Students are expected to arrive to class on time and stay for the full class session. Students arriving more than 15 minutes late or leaving more than 15 minutes early from scheduled start and end times will not be given attendance credit for the hour. Students should check with their academic department regarding an Excused Absence Policy. **It is the students'** responsibility to contact their instructor or advisor in writing if they are not able to attend.

ESL Courses

Also known as Instructor-Led (IL): Courses have specific start and end dates where all students are expected to attend at the same time—instructors lead the students through the curriculum.

College Academic Readiness Courses

Courses designed to provide students with Adult Basic Skills for further academic pursuits, or employment. Instructors lead the students through the curriculum.

Student Initiated Withdrawal Request

Students who wish to withdraw from a program may contact either the faculty member or advisor to initiate the process of withdrawing. Students may initiate this process at any time for any reason, but refund rules and deadlines apply. See refund rules for more information.

Missing Instructional Days

Per SLCC policy, an instructional week is defined as Monday through Saturday. Sundays, holidays, and scheduled college breaks as defined in the school calendar are not counted as instructional days. Students missing 10 consecutive SAT instructional days in the Legacy courses or 2 weeks of meaningful contact in the CBE model will be dropped from a course and withdrawn from their training program for non-attendance/participation. Non-attendance/participation may affect **students' refund** eligibility. Financial Aid recipients may need to repay funds to the Department of Education and/or the College for failure to satisfactorily complete the program of study.

Time between Courses (Legacy and CBE)

Students are expected to register for continuing or follow-up courses immediately after completion of a course. Students will be dropped from the program if no registration exists within 7 instructional days (Monday through Saturday), excluding Sundays, holidays and breaks, after completing a course.

Attendance for Working from Home (Legacy only)

Students will not be given attendance credit for work done outside of the classroom. Attendance will only be posted for actual seat time in the classroom.

Make-up Policy (Legacy only)

The School of Applied Technology does not have a make-up policy for missed attendance. Students are not allowed in the classroom during unscheduled hours.

Attendance Schedules (Legacy only)

For STSP course types, students work with their instructor or advisor to develop their course attendance schedule. Completion dates for STSP courses are calculated for each individual based on their scheduled start date and the weekly declared attendance schedule. It is recommended that students attend full time (at least 24 hours per week or as required by sponsor or as defined by program/course availability) in order to complete their program or educational goals in a timely manner.

Schedule Changes (Legacy only)

Students should make every effort to adhere to their declared course schedule. In rare cases students may change their schedules to accommodate work, health, or other demands (for example, changing from days to evening to accommodate work schedules or child care needs). In these cases, it is recommended that the student complete the current course and then register for the next course offered at times that accommodate the needed schedule. Changing from one section to another of the same **course should be avoided. However, when a student's schedule must change before completing a** course, to avoid having to pay for the course again, the student must request this accommodation from the advisor and/or instructor. Under extenuating circumstances for a limited period of time, schedules of less than 8 hours per week and/or 2 hours per day (for standalone courses) must be approved by the SAT-SRM office. Students receiving financial aid, **Veteran's benefits** or other sources of funding must get prior approval from their sponsor or agency.

ADA Accommodations

Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the Disability Resource Center at 801-957-4659.

Students who do not complete within the prescribed percentage and who have not met reasonable expectations will receive a failing grade (NM) and will need to pay to retake the course.

Leave of Absence (for certificate eligible programs only)

The SAT allows students to have an "approved" Leave of Absence (LOA) from their training program for extenuating circumstances. SAT allows students to have up to 30 days leave of absence for the duration of their entire program (leave time does not reset with the start of a new fiscal year). Per SLCC policy, an instructional week is defined as Monday through Saturday, not the student's individual schedule

(non-instructional days, Sundays and holidays will not be counted against the student). The 30 days do not have to be consecutive days.

Students who transfer into another program are allowed to have an additional 30 days leave of absence for that program as well. Students, who do not return within the 30 days, are subject to an administrative program withdrawal. Students can reenroll when they are able to return to training.

It is the student's responsibility to request a leave of absence by submitting the required form to SAT-SRM. The advisor or instructor will only do it on behalf of the student, at his/her request, when unable to come in (if health or an emergency situation prevents the student from attending). Retroactive LOAs will only be considered if submitted within four (4) instructional days of a qualifying event.

Extenuating Circumstances May Include:

- Hospitalization
- Death in the family
- Extended illness of self or family member
- Work schedule
- Military service

Re-Enrollment

SAT programs and courses change to meet the immediate employment needs of business and industry. Students who drop out before completing their program may re-enter and pick up where they left off within the same fiscal year (July 1 to June 30). Students who return after this time may be required to retake courses or consider transitioning to a new program if their program is discontinued or changed. The \$40 application fee is waived for students who have an active SLCC registration within three years.

New SAT Student and Classroom Orientations

New students are required to attend an SAT student orientation. The SAT orientation gives an overview of SAT policies and procedures and walks students through creating their MyPage login and printing their attendance schedule (for legacy courses). Students will present their printed schedule to their **instructor as a "ticket" into the classroom.**

One-on-One orientations are held:

1. At the start of every term for ESL student group orientations
2. **Upon completing the training plan at the advisor's office**
3. [The orientation information](http://www.slcc.edu/sat) is available on the SAT school admissions web page, www.slcc.edu/sat

During orientations students will create a MyPage login and print their schedules for Legacy and ESL courses.

The first day of class for new students is on Monday (except for holidays, in which case classes will start on the next scheduled day). Instructors will review program requirements/expectations with new students each Monday.

Program Start Changes (No-Shows)

Students are responsible for informing their advisor if they are unable to start their program as scheduled. Students who wish to change or cancel their schedule must inform an advisor no later than two (2) business days prior to their scheduled start date.

Legacy: Students who fail to show up for the first two days of the scheduled class times will be dropped from the class and may be responsible for paying for the class.

CBE: Students who fail to attend the preliminary instructional orientation with their instructor during the first week of the program will be administratively dropped and may be responsible for paying for the class.

Program Extensions

The School of Applied Technology will allow students who exceeded 150% of the program end date, the opportunity to request a program extension. Only one (1) program extension will be granted for each program of study.

Students, who are receiving Federal Financial Aid, must check with the Financial Aid office to determine if a Satisfactory Progress appeal is required. Students who are under a Financial Aid contract and have already been granted a program extension will not be granted an additional SAT program extension. Financial Aid extension dates are the final allowable dates.

Withdrawals and Refunds

Students are responsible for informing their advisor and/or instructor in writing that they are withdrawing from a course or the program. Full refunds are given if the student drops within the following timeframes (refer to glossary of terms for instructional types):

IL ≤ 20% of scheduled course hours **or ≤ 4 calendar weeks from course start date, whichever comes first**
ATAP ≤ 20% of scheduled course hours **or ≤ 4 calendar weeks from registration date, whichever comes first**
STSP ≤ 20% of scheduled course hours **or ≤ 4 calendar weeks from registration date, whichever comes first**
CBE ≤ 20% of course time **or ≤ 4 calendar weeks from registration date, whichever comes first**

Students may withdraw from courses after the refund timeline above and before 61% of the scheduled course hours (Legacy only) but will not receive a refund. Students who withdraw after 61% of the scheduled course hours have elapsed will receive a failing (NM-not mastered) grade for the course.

Holdings on Students' Record

There are multiple types of holds, including financial and academic, **that may affect the student's ability** to be registered for a course. Students may view the reason for a hold on their MyPage account. Holds for financial reasons should be addressed with Cashiering or Accounts Receivable. If the cashier is not able to help resolve the hold, students should contact their advisor. For academic holds students must see an advisor (Cashiering will not resolve academic holds).

Academic Progress

Every effort has been made to ensure that the coursework for an SAT course can be completed within 100% of the published hours.

Legacy: Completion dates for STSP courses are **based on the student's attendance schedule**. Student and instructor should meet to ensure that the competencies for the course will be completed by the 100% completion date.

CBE: Completion dates for CBE courses are based on the expectation that the student completes 16 hours of coursework every week. Students who complete the block courses early may register for the next course in the program sequence immediately without incurring additional costs. Students will be notified a week prior to expiration of their 10-week block to purchase a new instructional period.

PPT: Mastery of competency is demonstrated when the student successfully completes the coursework requirements on or before the course end date. Students who complete early may register and pay for the next course in the sequence immediately following mastery of competency.

Grading System

Grades for SAT are based on mastery of competency within the published course hours. The mastery criteria for each course will be outlined in the syllabus.

MC	Mastered Competency
NM	Competencies Not Mastered or withdrawn from a course after 61% of the scheduled time
TC	Transfer Competency (see Previous Competency Attainment section)
W	Withdrawn (see Withdrawal and Refund section above)

Transcripts

Official Transcripts: **The permanent record or transcript of student's academic achievement is** maintained by The Office of the Registrar and Academic Records. Transcript requests can be processed in person at the Redwood Campus, South City Campus, Jordan Campus, and the Larry H. Miller Campus. An official transcript is a copy of the student's permanent academic record issued by the University/College Registrar. It displays all courses taken at SLCC and includes all grades received. Unlike unofficial transcripts, it is signed and dated by the registrar and displays the SLCC seal. Official transcripts are not issued for students with outstanding financial obligations to the college. Official transcripts cost \$8.25 per copy, available through Clearinghouse.

School of Applied Technology records older than 2002, are available at South City Campus, (801) 957-3356.

GED Transcripts and diplomas are available through the Assessment Center or GED.com

Unofficial transcripts may be obtained by the student at no cost by going to MyPage. Unofficial transcripts are not generated by Enrollment Services or SAT SRM.

Reporting Progress

Students enrolled in SAT programs/courses may request progress reports as needed from the instructor. It is the responsibility of the student to make the request for a progress report. If the report is for a sponsor it is the responsibility of the student to deliver the progress report to their sponsor. By student request and signed FERPA Release an instructor may email a progress report to a sponsor.

Appeals and Exception to Policy

Academic Appeals/Grades

For academic concerns or grades received a student should first talk to the faculty member. If it cannot be resolved at that level a formal complaint should be presented in writing to the Department Coordinator. Student will be notified of a decision within 5 business days.

Drops/Withdrawal College/SAT Policy (Legacy only)

Students who decide not to remain enrolled in a class must officially drop or withdraw from each registered class by the SAT drop/withdrawal deadline. A drop removes the class from the student record and refunds tuition for the current year. Students must inform their advisor or instructor of intent to withdrawal. Refund rules are based on less than 20% of scheduled hours or 4 calendar weeks from the time the student is registered for a course, whichever comes first. Students registered into College Academic Readiness refund rules are based on less than 20% of scheduled hours or 1 calendar week from course start date, whichever comes first.

Requesting a Registration Appeal may affect Financial Aid, Veterans Benefits, and/or international student status. Meet with a Financial Aid Advisor, Veterans Advisor or the International student office to understand how an appeal (if approved) will affect eligibility or benefits.

Drops/Withdrawal College/SAT Policy (CBE)

Students who decide not to remain enrolled in a class must officially drop or withdraw from each registered class by the SAT drop/withdrawal deadline. A drop removes the class from the student record and refunds tuition for the current year. Students must inform their advisor or instructor of intent to withdraw. Refund rules are based on less than 20% of course time or 4 calendar weeks from the time the student is registered for a block of time, whichever comes first.

Registration Appeal: Exception to Policy

Appeals are granted for exceptional circumstances and are not guaranteed approval. A separate appeal **is required for each semester. A maximum of three appeals may be granted during a student's SLCC academic career.** Appeals will not be approved for courses older than five years or for courses that are graded A through D-, **MC, or NM. After one year, courses with E's may only be changed to withdrawals;** account adjustments and refunds will not be granted. The [Registration Appeal Form](#) is available on the SAT Website.

A list of common exceptional circumstances and the documentation required for each can be found below. All official documentation submitted must be current, typed on professional letterhead, and pertaining to the time period in question.

MEDICAL	Submit dated documentation from physician. Dates of illness and explanation of reason for inability to attend classes must be typed on official letterhead with physician's signature and telephone number. <u>Medical bills do not meet documentation guidelines.</u>
EMPLOYMENT	Submit typed, dated documentation with employer signature and telephone number
CONFLICT	on letterhead detailing the change of work schedule.
LOSS OF JOB	Submit a copy of discharge papers or unemployment record.

MILITARY	Submit a copy of official military orders. Orders must include dates within the year being appealed.
BEREAVEMENT	Submit a copy of obituary or death certificate. Only the following can be considered: the death of a grandparent, parent, child, sibling, spouse, or significant other . The personal statement should indicate the student's relationship to the deceased.
DIVORCE	Submit a copy of divorce decree or official letter from attorney on letterhead with attorney signature and date.
RELOCATION	Submit a typed letter on letterhead from employer detailing official transfer, official eviction notice, or notice of involuntary relocation.

The following are *not* considered exceptional circumstances:

- Over commitment
- Inability to pay tuition
- Misunderstanding deadlines or policies
- Difficult course material
- Change in career or major goals

Appeals for courses taken in the last year are processed within seven to ten business days; however, processing times may vary depending on peak registration periods and the nature of the appeal. Appeals for courses older than one year may be reviewed by the Registration Appeals Committee and can take up to three weeks to process. All decisions made by the Committee are final. Students will be notified of all decisions through their SLCC BRUINMAIL account.

Appeal forms may also be obtained from SAT Advisors or SAT SRM. Completed forms may be submitted to SAT SRM, South City Campus, Room SCM 1-138 or mailed to SAT SRM, 1575 South State Street, Salt Lake City, Utah 84115, Room SCM 1-138.

Forms

Please see the left navigation link on the School of Applied Technology website, www.slcc.edu/sat, entitled **“Forms” for the following:**

- High School Pre-registration form
- Parent Permission form (for High School students)
- Applied Technology Registration Appeal
- Leave of Absence Procedure (read this first)
- Leave of Absence form
- Substitution or Waiver Request Instructions (read this first)
- Substitution or Waiver Request form
- Academic Completion Plan
- Program Extension Policy (read this first)

- Program Extension Request
- Reduced Schedule Request
- Checklist for Students in CBE Programs
- Release of Information form
- Student Delivery Model (for returning students)

Contact & General Information

For a listing of SLCC Locations and Maps: <http://www.slcc.edu/locations/>

Inclement Weather! Are we open or closed? When heavy snow storms or other emergency conditions arise, the most accurate sources of information about whether the College campuses are open or closed may be obtained by calling (801) 957-INFO or checking www.slcc.edu.

Disability Resource Center: To arrange for accommodations or inquire about office hours, call (801) 957-4659 (Taylorsville Redwood Campus), or (801) 957-3258 (South City Campus).

Questions? (801) 957 3354

The School of Applied Technology Student Procedure Guidelines does not constitute a contract or the terms and conditions of a contract between students and the institution. Changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

AA/EO Institution