

**STUDENT AFFAIRS**  
**ADMISSIONS POLICY**  
CHAPTER 3  
POLICY 1.01

Board of Trustees Approval: 04/12/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 1 of 2

---

**I. POLICY**

- A. Salt Lake Community College shall be open, to all qualified applicants who have earned a high school diploma, GED, associate degree or higher, and all non-high school or GED completers who show college readiness. Applicants without an earned high school diploma or GED may also participate in noncredit, short-term preparatory workforce training; personal enrichment programs; adult basic education/English as a second language; and/or designated non-transferable career training programs as designated by the College.

Salt Lake Community College is committed to equal opportunity in admissions. Salt Lake Community College welcomes students for admission to any course of study for which their qualifications indicate they can benefit. The College does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

- B. Students under the age of eighteen who have not, or their class has not, completed high school must comply with Utah Code, 53 A-15, "Students in Public Schools" can only be admitted to Salt Lake Community College as a Special Status Student. Individuals who have not completed 10th grade or are under the age of 15 are expected to have exhausted all educational resources at the secondary level before petitioning for special status at Salt Lake Community College.
- C. Previous academic status at other institutions shall not constitute criteria for denial of admission.
- D. In cases where a specific program is affected by:
1. Regulations or requirements placed upon it by an outside licensing agency or institution, and/or
  2. Extremely limited capacity or facilities and high student demand,

The academic administrator may request that a selective admission procedure be set up for that program in order to assure that outside agency accreditation and placement standards are met and that all students admitted to the program are qualified to perform the required coursework and meet standards for licensure where appropriate. When developing selective admission requirements and procedures, academic

**STUDENT AFFAIRS**  
**ADMISSIONS POLICY**  
CHAPTER 3  
POLICY 1.01

Board of Trustees Approval: 04/12/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 2 of 2

---

administrators should provide a fair, equitable, and transparent selective admission process that ensures each student is properly notified of acceptance decisions.

The request to establish a selective admission procedure must be submitted to the Provost of Academic Affairs for presentation and final approval by Executive Cabinet. Executive Cabinet reserves the right to request review when appropriate.

**STUDENT AFFAIRS**  
**ADMISSIONS PROCEDURES**  
CHAPTER 3  
PROCEDURE FOR POLICY 1.01

Cabinet Approval: 02/21/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 1 of 6

---

**I. REFERENCES**

- A. State Board of Regents Policy R461.3.2.1 Access, Admission and Articulation
- B. State Board of Regents Policy R512, Determination of Resident Status
- C. Utah Code Annotated 53B-16-203, Qualifications For Entrance to Community Colleges – Preference to Veterans
- D. Utah Code 53A-15-19, Dropout Prevention and Recovery
- E. Utah Code Annotated 53B-8, State System of Higher Education, Tuition Waiver and Scholarships
- F. United States Code: Title 34 CFR 600, Institutional Eligibility Under the Higher Education Act of 1965, as amended
- G. United States Code: Title 8 CFR Sec. 214.3, Approval of Schools for Enrollment of F and M Nonimmigrants
- H. United States Immigration and Nationality Act: Sections 101(A)(15)(f)(i) or 101(a)(15)(M)(i)
- I. United States Code: Title 8 CFR Part 101, Presumption of Lawful Admission

**II. DEFINITIONS**

- A. Residency Status: The determination of permanent domicile in the State of Utah.
- B. Re-Admit: The return to active registration status of a student absent from the institution for a period less than three years.
- C. Directory Information: Personally identifiable information or records relating to a student.
- D. International Student: Any student in the U.S. on a non-immigrant Visa.

**STUDENT AFFAIRS**  
**ADMISSIONS PROCEDURES**  
CHAPTER 3  
PROCEDURE FOR POLICY 1.01

Cabinet Approval: 02/21/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 2 of 6

---

- E. 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.
- F. Special Status Student: A secondary school student permitted to attend as a non-matriculated, non-degree seeking student, for the purpose of earning college credit.
- G. Early Enrollment: Students who are juniors or seniors in high school and would like to attend Salt Lake Community College prior to high school graduation. Early Enrollment students are considered a Special Status Student.
- H. 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 pursuant to contractual arrangements between a school district and a USHE credit-granting institution. Concurrent Enrollment students are considered Special Status Students.
- I. Diploma: An official document awarded by a local education agency (LEA) consistent with State and LEA graduation requirements and the provisions of this rule.
- J. LEA: Means a local education agency, including local school boards/public school districts and schools, and charter schools.
- K. Secondary School: Means grades 7-12 in whatever kind of school the grade levels exist.
- L. GED Test: Means the General Education Development Test developed by the American Council on Education.
- M. College Ready: Refers to students who have the knowledge, skills, and behavior to complete a college course of study successfully without remediation.
- N. Home School: Refers to students that are taught academic curriculum at home in lieu of public or private schooling.

**STUDENT AFFAIRS**  
**ADMISSIONS PROCEDURES**  
CHAPTER 3  
PROCEDURE FOR POLICY 1.01

Cabinet Approval: 02/21/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 3 of 6

---

### **III. PROCEDURES**

#### **A. GENERAL ADMISSIONS PROCEDURES**

1. The Office of Admissions is responsible for implementing guidelines designed to review and accept applications for admissions. This includes the determination of residency in accordance with Utah Board of Regents Policy R512.
2. General admission procedure allows admission and registration on a first-come, first-served basis to students who have met all requirements in SLCC Admissions Policy C3S1.01 for admission to Salt Lake Community College.

#### **B. GENERAL RE-ADMITTANCE PROCEDURE**

1. The Office of 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. Students that have been away from the College for at least one year and less than three years must complete an update form on their MySLCC account. Students who have been away from the institution for more than three must reapply using the general admissions procedure for a new student.

#### **C. INTERNATIONAL STUDENT ADMISSION PROCEDURE**

1. In accordance with the procedures in the USC Title 8 CFR Sec. 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 USC Title 8 CFR Part 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. International Student Services may issue Form I-20 to a prospective F-1

**STUDENT AFFAIRS**  
**ADMISSIONS PROCEDURES**  
CHAPTER 3  
PROCEDURE FOR POLICY 1.01

Cabinet Approval: 02/21/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 4 of 6

---

student only after the conditions listed at USC Title 8 CFR 214.3(k) have been met.

3. To be eligible for admission as a non-immigrant international student, the prospective student must complete an online application for admission. 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. International Student Services determines that the prospective student's qualifications meet all standards for international admission. 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 PROCEDURE**

1. The Office of Admissions is responsible for implementing guidelines to accept Guest Student applications. 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.
  - d. If a student has no previous college credit then a general admissions application for SLCC needs to be submitted.

**E. EARLY ENROLLMENT PROCEDURE (Special Status Student)**

1. The Office of 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:

**STUDENT AFFAIRS**  
**ADMISSIONS PROCEDURES**  
CHAPTER 3  
PROCEDURE FOR POLICY 1.01

Cabinet Approval: 02/21/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 5 of 6

---

- a. Students must have completed their 10<sup>th</sup> 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 outlined in the Early Enrollment Guidelines.
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 PROCEDURE (Special Status Student)**

1. High schools, under the direction of the SLCC Concurrent Enrollment Office, are responsible for reviewing student eligibility for acceptance. To be eligible for the Concurrent Enrollment Program, students must meet the following standards:
  - a. Students must submit a completed admission application. SLCC notifies each student of his or her SLCC identification number. Students must submit eligible placement test scores or approved equivalency or demonstrate college readiness before registering for Concurrent Enrollment classes.
  - b. Students must have junior or senior standing. Sophomores and freshmen by exception only.
  - c. Students must be counted in the average daily membership of a local education agency (LEA) that has entered into a contract with SLCC in order to participate in Concurrent Enrollment.
  - d. Students must meet admission deadlines established and disseminated by the SLCC Concurrent Enrollment Office.

**STUDENT AFFAIRS**  
**ADMISSIONS PROCEDURES**  
CHAPTER 3  
PROCEDURE FOR POLICY 1.01

Cabinet Approval: 02/21/2017  
Date of Last Cabinet Review: 02/21/2017  
Page 6 of 6

---

- e. Acceptance into a Concurrent Enrollment Program does not guarantee continuation of enrollment as a regular student if requirements in SLCC Admissions Policy C3S1.01 Section III are not met.

**G. SELECTIVE ADMISSION STANDARDS PROCEDURE**

- 1. Selective admission standards shall be developed by an ad hoc committee comprised of academic department faculty members, Student Affairs representation, College Administration, and Risk Management.