

WITHDRAWALS

When a student withdraws from an individual course after the fifth business day of the quarter, the course will be recorded on the student's transcript, and the student will be charged for the course.

LATE COURSE WITHDRAWAL

UCC understands there are times when extenuating circumstances occur that require reconsideration of the course withdrawal policy. If a student encounters mitigating circumstances after the last day to withdraw from a course with a grade of W, the student is encouraged to submit a written appeal to the dean of students. An appeal committee will determine whether the deadline will be waived, allowing the application of a W grade, or if the student will be held to the deadline. All decisions made by the committee are final.

SATISFACTORY ACADEMIC PROGRESS

UCC SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require academic and financial aid departments to monitor the academic progress of all active students toward the completion of their degrees. This monitoring process is called Satisfactory Academic Progress (SAP). The complete academic record of a student's current program is considered regardless of whether financial aid was received.

Academic progress is evaluated each quarter using three factors: grade point average, percentage of attempted credits completed and maximum number of credits allowed. Failure to maintain satisfactory academic progress may result in cancellation of eligibility to receive Federal Title IV funding, institution-based scholarships or other financial aid.

SAP REQUIREMENTS

In order to be making satisfactory progress, a student must meet all of the following requirements:

1. Achieve the cumulative grade point average (CGPA) required at each evaluation point
2. Maintain a 67 percent cumulative completion rate. Completion rate is calculated as:

$$\frac{\text{all successfully completed credits}^*}{\text{all attempted credits}^*}$$

*See below for what constitutes completed credits and attempted credits.

3. Complete all degree requirements within the maximum time frame/maximum credits, which is 150 percent of the minimum number of credits required to graduate. For example, if a program requires 100 credits, the student may attempt a maximum of 150 credits. If a student has transfer, test out, prior learning and/or work experience credits, the program length for the student's remaining courses is reduced by the number of credits awarded, thereby reducing the maximum time frame/maximum credits allowed.

*Only credits of courses that may be applied to the student's current program of enrollment will be considered in the above equation.

How courses are counted

Successful completion of a course of study requires a grade of A, B, C or D. Grades of F, I, W and N do not constitute successful completion of a course. See below for detailed information about the effect of grades on satisfactory academic progress:

Grades of A, B, C and D earned in Utah Career College courses

Courses with grades of A, B, C and D count as credits attempted and completed. These grades count toward the CGPA as follows: A = 4.0, B = 3.0, C = 2.0, D=1.0.

Grades of F earned in Utah Career College courses

Courses with grades of F count as credits attempted but not completed and count toward the CGPA as 0.0 points. If a course is repeated, only the most recent grade counts toward the CGPA. A course may only be attempted three times.

Dropped Courses and Course Repeats

Individual courses dropped during the first five business days of the quarter, with the exception of courses a student is scheduled to begin on the first Saturday of the quarter, are deleted from the student's record and therefore do not count toward any SAP calculation. Individual courses that begin on the first Saturday of a quarter and are dropped on or before the first business day after the first Saturday of the courses are deleted from the student's record and therefore do not count toward any SAP calculation. If a course is dropped after the fifth business day of the quarter, or in the case of courses beginning on the first Saturday of the quarter, on the first business day after the first Saturday of the course, but before the end of the ninth week, it counts as a withdrawal. Courses dropped after the ninth week will be issued a grade of "F". If a course is repeated, only the most recent grade counts toward the CGPA; however, both courses will count as attempts and will be considered in the completion rate calculation. Courses dropped due to military commitments will not be considered in the completion rate calculation.

Incomplete Courses

Courses with grades of I, W and N are not complete and therefore count as credits attempted but not earned. These grades are not factored into the CGPA but are considered in calculating completion rate.

If a student has an incomplete course at the time of the SAP calculation, the credits are counted as attempted but not completed. An incomplete is not counted toward the CGPA. Whenever a student's grade of incomplete is changed to a letter grade, SAP is recalculated for that student with the final grade being replaced in the SAP calculation.

Course Repeats

If a course is repeated, only the most recent grade counts toward the CGPA. If a student drops an individual course during the add/drop period (first five business days of the quarter), the course does not count as an attempt. If a student is still enrolled in the course when the add/drop period ends, the course will count as an attempt and will be considered in the completion rate, even if the student subsequently withdraws from the course.

Transfer, Test Out, Prior Learning, Audit and Work Experience Credit (Non-Punitive Grades)

Transfer (TR) credits, test out (P) credits, prior learning (PL) credits, audit (AD) credits and work experience (WE) credits do not count toward credits attempted or credits completed, and are not factored into the CGPA. However, these credits are subtracted from the program length when determining the maximum time frame/maximum credits. For example, if a student enrolls in a program with 100 credits and transfers in 20 credits, there are 80 credits remaining. The student's maximum time frame for the remaining 80 credits is therefore $80 \times 1.5 = 120$ credits.

Change in Program

If a student changes programs, all courses that can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame), including courses with grades of W or F. Courses that are not in the new program are excluded from all SAP calculations. A determination of courses that may be included in the new program as electives will be made in consultation with the dean of students.

Additional Degrees

If a student earns a degree at UCC and enrolls in another program for an additional degree, all courses that have been successfully completed and can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame/maximum credits). Courses that are not in the new program, including courses with grades of W or F, are excluded from all SAP calculations.

Non-Credit / Remedial Courses

A student not seeking an academic credential will not be measured by SAP. Foundations (remedial) courses may be required as part of the student’s program based on the student’s placement test score. The foundations courses will then be included in both the qualitative and quantitative calculations, with the overall program credit requirements increasing to reflect the foundations course(s).

Evaluation points and standards

A student in active status is evaluated at the end of each quarter. The following evaluation standards are based on maximum program length and credits attempted. The maximum program length is 150 percent of the total credits required for program completion. All applicable courses attempted are included in this evaluation measurement. Any time a student is unable to complete a program within the maximum time frame/ maximum credits allowed, or to meet the minimum grade point average required to graduate, the student will lose financial aid eligibility and will be suspended from school.

Diploma Programs Under 60 Credits			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate	Result if Standard Not Met
12-22 credits attempted	1.25	55%	Probation
23-31 credits attempted	1.50	60%	Probation
32 and above credits attempted	2.00	67%	Suspension
Diploma Programs 60 Credits or Higher			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate	Result if Standard Not Met
12-23 credits attempted	1.25	55%	Probation
24-35 credits attempted	1.50	60%	Probation
36 and above credits attempted	2.00	67%	Suspension
Associate of Applied Science and Bachelor of Science Degree Programs			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate	Result if Standard Not Met
19-36 credits attempted	1.25	55%	Probation
37-71 credits attempted	1.50	60%	Probation
72-108 credits attempted	2.00	67%	Suspension
109-144 credits attempted	2.00	67%	Suspension
145 credits and above	2.00	67%	Suspension

Individual program standards tables listing all evaluation points, expected minimum qualitative and quantitative standards, and the results if those standards are not met, are available in the administrative offices.

End of first academic year is defined as 36 credits. On subsequent evaluations, this standard will increase and must meet a minimum of 2.0 CGPA and 67% CMTF by the time the student reaches any of the following:

1. Credits equivalent to 2 academic years = 72
2. Credits equivalent to 3 academic years = 108
3. Credits equivalent to 4 academic years = 144
4. The maximum allowable credit attempts for the program, or
5. Sufficient credits completed to graduate

Students not meeting SAP Requirements

Students in active status are monitored at the end of every quarter based on the evaluation standards above to help ensure successful progression from one evaluation point to the next. A student who is not meeting SAP requirements will be given a warning, placed on probation, suspended from financial aid or terminated from school, as follows:

Warning

A student who is not at an evaluation point as shown on the chart above and who fails to meet either a 2.0 CGPA or 67 percent completion rate during any quarter will be placed on warning at the end of that quarter. The student will receive written notification within 10 business days of the end of the quarter when the warning is issued. The warning notice will also inform the student of resources available for assistance through the academic and student services departments. Additional support services will be discussed as necessary. During the quarter the student is placed on warning, he or she will be eligible to receive financial aid.

Probation

A student who does not meet the indicated standard(s) at a required evaluation point that prescribes Probation as a result will be placed on Academic Probation (see Evaluation Points and Standards Chart). A student who has attempted 19-36 of his/her required credits will be placed on probation if not meeting SAP requirements (see chart). A probation notice will be distributed within 10 business days of the end of the quarter. The probation notice will also inform the student what GPA the student must achieve and the number of credits the student must successfully complete by the end of the probation quarter in order to meet the minimum requirements by the next evaluation point. The student will be expected to meet with academic personnel to ensure the student understands the application of satisfactory academic progress standards, and must sign a consultation form to verify that understanding. Additional support services will be discussed as necessary.

At the end of a probationary quarter, a student who has not met the minimum requirements as determined in the SAP consultation agreement will be suspended. A student who has met minimum requirements as determined in the SAP consultation agreement is making satisfactory academic progress. A student is allowed a maximum of two consecutive quarters of probation. If at the end of a second consecutive probationary quarter the student has not complied with the minimum requirements as established in the Evaluation Points and Standards chart, the student is not making satisfactory academic progress and will be suspended.

Suspension

A student who, at an evaluation point that requires suspension (see chart), does not achieve the minimum requirements will be suspended from school and financial aid. The student will be notified in writing of the suspension within 10 business days of the end of the quarter. It is recommended that the student meet with academic personnel to ensure the student understands the application of satisfactory academic progress standards and sign a consultation form to verify that understanding. Additional support services will be discussed as necessary.

Financial Aid Suspension - Extended Enrollment Status

A suspended student may request to enter extended enrollment status for one quarter to retake courses in order to meet SAP requirements. A student in extended enrollment status will be charged full tuition and fees and will not be eligible to receive financial aid.

If the student has not met the minimum requirements for the evaluation point at the end of the extended enrollment quarter, the student will remain in extended enrollment status, provided the student has earned a minimum quarter grade point average of at least 2.0 and a quarter completion rate of at least 67 percent.

A course taken while a student is in extended enrollment status will count as credits attempted in the completion rate calculation and the grade for the repeated course will replace the previous course grade in the CGPA

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calculation. The student will remain suspended from financial aid until meeting the minimum requirements specified for the next evaluation point.

In no case can a student exceed the maximum time frame/maximum credit limit (150 percent of program length) either as a regular student or in an extended enrollment status and receive the original credential for which enrolled.

Reinstatement

A student who meets SAP requirements during the extended enrollment period will be reinstated as a regular student and will be eligible to receive financial aid.

Appeals and mitigating circumstances

A student who disagrees with the application of satisfactory progress standards or feels that there are mitigating circumstances that warrant the waiving of satisfactory academic progress standards may appeal in writing to the dean of students. The appeal must be filed within two weeks after the student is placed on probation or financial aid suspension. A campus appeal committee will determine if the appeal is warranted.

Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's satisfactory academic progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted a waiver of SAP policy will sign a consultation form stating the academic outcomes that must be met in order to remain in school. The student will be making SAP and will be eligible for financial aid as long as the conditions on the consultation form are met. Enrollment of a student who fails to meet those conditions will be terminated.

Program transfer

A student interested in transferring between programs may do so two times or at the discretion of the dean of students. Only courses that may be applied toward the new program will be transferred and counted in SAP calculations. A student transferring between programs must complete a status change form with the academic department.

Additional requirements for nursing students

All nursing program students must achieve a grade of "C" or above in all RN, medical technology and general education courses. Receiving a withdraw or a grade less than a "C" in an RN, medical technology or general education course will result in the student's being unable to progress in the nursing program. A student who withdraws or receives a grade less than a "C" will be required to meet with the dean of nursing and faculty committee regarding the student's status in the nursing program. Withdrawal from, or receiving a grade less than a "C" from, an RN, medical technology, or general education course will result in a delayed graduation date, dependent upon the student's eligibility to remain in the nursing program. No RN course may be repeated more than once due to withdrawal or receiving a grade less than "C." No RN course final theory exams can be retaken. A nursing program student will not be allowed to continue in the nursing program if the student has failed or withdrawn for academic reasons from the same nursing course more than once or from two different (RN) nursing courses over more than one quarter, including a course previously failed and repeated with a passing grade. Refer to the current Nursing Program Policy Manual for complete program policy regarding academic progression within the nursing program.

Graduation requirement

In order to graduate, a student must attain a 2.0 cumulative grade point average and complete all program requirements within 150 percent of the maximum time frame/maximum credits.

EMPLOYMENT ASSISTANCE

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

When requested, the school will release directory information to third parties unless the student, in writing, requests a limitation of release.

In addition, the career services office will release information specific to a student or graduate's career search when the student or graduate has, in writing, granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of the course catalog.

PART-TIME EMPLOYMENT

The school's career services department assists students in finding part-time work. Many students are able to defray part of their expenses by working while attending school.

GRADUATE EMPLOYMENT

Students participate in a career development course, which covers job-seeking and job-keeping skills and techniques such as identification of individual skills; meeting employer expectations; interview preparation and presentation; and identification of potential employment opportunities in business and industry.

Students are advised of opportunities for job interviews and the requirements of business and industry, and are offered suggestions on conduct during personal interviews. Students compose resumes, cover letters, thank you letters and reference pages. They are offered helpful reference sources to assist them in locating firms and geographic areas offering employment opportunities related to their training. Students should feel free to consult the career services department for advice on career opportunities available to them upon successful completion of their programs. In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employers of record are prepared and sent six months after graduation.

In addition, graduates and employers are encouraged when appropriate to serve on program-specific advisory boards that perform program evaluations and make recommendations for maintaining programs that meet industry requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Amended 10/01 to include the USA Patriot Act

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. The student, or in the case of the student being a minor, the parent, should submit to the registrar, education department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. When asking the institution to amend a record that the student believes is inaccurate or misleading, the student should write the school director, clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student along with notification of the right to a hearing.