

ACADEMIC STATEMENTS & REGULATIONS

Admissions Requirements

South Puget Sound Community College maintains an open-door admissions policy and accepts anyone who may benefit from our educational programs, regardless of academic background. This policy also provides standards and consistent practices regarding the admission and readmission of service members and reservists to South Puget Sound Community College (SPSCC). Applicants must apply online via the SBCTC online admissions portal <https://apply.ctc.edu/enrollment>.

Admission does not guarantee the applicant the unrestricted right to enroll in any specific class, course or program if in the judgment of the President or Designee, reasonable enrollment limits for such class, course or program have been achieved or if the applicant does not meet reasonable pre-requisites for such enrollment. Applicants who are high school graduates or 18 years of age or older are eligible for admissions. Applicants under 18 and not a high school graduate may be admitted under the Running Start program or the Underage Admission Process.

The Craft Brewing & Distilling, Expanded Function Dental Assisting, Dental Assisting Technology, and Nursing programs require a special admission and application process.

To be eligible to receive Title IV funds, federal financial aid, regulations require that institutions admit as regular students only persons who have a high school diploma or its recognized equivalent, are beyond the age of compulsory school attendance in the state in which the school is located, or are dually enrolled in the college and a secondary school. Students who are beyond the age of compulsory attendance within that state and have completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012, may use ATB.

Readmissions

Applicants who are returning to the college but did not attend within the last two quarters from the term of application, will need to re-apply to the college to update residency and demographic information.

Military Readmission Requirements

Service Members and their Family Members wishing to reenroll at the college after a leave of absence due to Military Service (a "Military Readmission") must notify the college of their intention to resume their course of study. Subject to the criteria set forth below, the college will promptly readmit such students with the same academic status as the student had when the student last attended the college or was last admitted but was unable to attend due to Military Service.

Service Members and their Family Members wishing to reenroll at the college after a leave of absence due to Military Service (a "Military Readmission") must notify the college of their intention to resume their course of study. Subject to the criteria set forth below, the college will promptly readmit such students with the same academic status as the student had when the student last attended the college or was last admitted but was unable to attend due to Military Service.

1. Notice of Intent to Return.
 - a. Except as otherwise provided herein, notice of intent to return must be provided to the college:
 - i. Within 3 years from the time the student is discharged from Military Service or is placed on inactive duty following the period of Military Service that required the leave of absence; or
 - ii. For students who are hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of Military Service notice must be provided to the college within 2 years after the end of the period needed for recovery from the illness or injury. ii. Notice should be provided orally or in writing to the academic dean and the Office of Military and Veteran Services.
 - b. Cumulative Length of Absence.
 - i. With limited exceptions, the cumulative length of all leaves of absence due to Military Service from the college has not exceeded 5 years. Only the time the student spends actually performing Military Service is counted.
2. Documentation. At the time of application for a Military Readmission the student must provide Documentation establishing that: 1) The student has not exceeded the cumulative length of absence. 2) Student eligibility for readmission has not terminated due to:
 - a. Separation from the Armed Forces with a dishonorable or bad conduct discharge;
 - i. Dismissal of a commissioned officer by sentence of a general court-martial; or
 - ii. Separation of a commissioned officer from the Armed Forces by reason of a sentence to confinement adjudged by a court-martial or a sentence to confinement in a Federal or State penitentiary or correctional institution.
 - iii. Students who did not provide written or oral notice to the college of their leave of absence due to Military Service prior to their withdrawal must, at the time they seek a Military Readmission, submit Documentation attesting that they served in a branch of the U.S. Armed Forces that required their absence from the college.
3. Failure to Meet Military Readmission Criteria.
 - a. Students who fail to meet the criteria set forth above may still be eligible for readmission to the college but are subject to the college's established leave of absence policy and general practices.
 - b. Students who choose, at the conclusion of Military Service, to enroll in different courses of study/programs than those they were enrolled in at the time of withdrawal from the college must complete the regular admission and enrollment process.
 - c. Students who have been away from the college on Military Service for more than 5 years (including all previous absences for military service requirements after initial enrollment but including only time spent performing Military Service) and who are not otherwise eligible for Military Readmission may petition their academic deans for consideration of a Military Readmission.
4. Military Readmission Benefits
 - a. Students will have access to the same or substantially similar course of study/program as they were enrolled in at the time of the withdrawal due to Military Service.
 - b. Students will be granted the same enrollment status, credit hours and academic standing that they had at the time of the withdrawal due to Military Service.

- c. Students will be charged the same amount of tuition and fees for their first academic year after Military Readmission as they were charged in the academic year during which the student left the college due to Military Service obligations.
 - i. However, if military or Veteran Education Benefits will cover the difference between the tuition and fee amounts currently charged to other students and the amount charged during the term of withdrawal, the college may charge the amounts currently charged to other students.

The Academic Year

The academic year at South Puget Sound Community College is divided into three quarters of approximately 11 weeks each. An 8-week summer session is also offered.

Credit Hours

In general, a lecture (theory) class that meets for one hour per week for one quarter will earn the successful student one credit; a lecture class that meets five hours per week for one quarter will earn the student five credits. Laboratory (guided practice) and certain other courses (such as field-based experience) vary from this pattern. The quarter hours of credit for each course are shown after the course titles in the Course Descriptions section of this catalog beginning on page 98. Students earn credit only for those courses in which they are officially registered for credit. Credit is not received for courses in which the student enrolls on an audit basis.

Course Modality

All courses at South Puget Sound Community College use some form of online learning resource. Students should expect that all courses at SPSCC will use an online Learning Management System (LMS) to deliver some course content, and be prepared with adequate internet and technological resources to access such content.

Attendance

Students are expected to attend all classes for which they are registered, including the first-class session. Instructors may set an attendance requirement for each class and it is the responsibility of the student to know and comply with each individual class requirement. If students do not attend classes the first week, they may be dropped for non-attendance.

Student Absence for Faith or Conscience

Per RCW 28B.10.039, students are entitled to excused absences for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

- Students' grades may not be adversely impacted by absences authorized under this policy.
- Students must notify the College in writing within two weeks of beginning the course in which they are requesting an absence under this policy. Refer to the Student Absence for Faith or Conscience Form.

The College shall make no judgment about the legitimacy of reasons of faith or conscience.

Absence for Short Term Military Assignments

Per RCW 28B.10.270, students called to active duty for a period of 30 days or less may not be penalized for missed class time and must be provided the opportunity to make up work, labs, and exams within a reasonable period of time and without prejudice after they return. The student may not be dropped for non-attendance and no grade for the student's work may be issued until the student has been given the opportunity to make up the work and/or participation. Written verification that the person is being, or has been, ordered to service must be provided to the College. Applicants who are returning to the college but did not attend within the last two quarters from term of application, will need to re-apply to the college to update residency and demographic information

Drop Versus Withdrawal

- Students can drop a class during the first 10 (eight in summer) days of the quarter. When a class is dropped during this time, it will not appear on the student transcript.
- Withdrawing from a class occurs after the 10th (eighth in summer) day of the quarter. Students who withdraw from a class after the 10th day, the student will receive a grade of W. Withdrawal grades do not impact Grade Point Average.
- Running Start students who withdraw from classes will receive a grade of W on the high school transcript. Withdraw grades do not impact the cumulative high school GPA.

Auditing a Class

Students who audit a course must adhere to all course requirements established in the course syllabus. Students who choose to audit a course must do so prior to the 10th day of the quarter with the instructor's signed permission. Students who audit classes are responsible for full tuition and fees. Upon completion of the quarter a grade of N is assigned to audited courses. Financial Aid, Running Start, and VA education benefits funding cannot pay for audited courses.

Substituting a Course

Students may petition to substitute a required course in a program of study by requesting a Special Enrollment Form from the One Stop center. The form must be completed and signed by an advisor and the appropriate division dean. The form will be reviewed to ensure similarity between requirements and courses substituted.

Course Waivers

Waivers are used infrequently and only when other alternatives do not apply or are not available. Students seeking a course waiver must request a Special Enrollment Form from the One Stop. The form must be completed and signed by their advisor and the appropriate division dean. The form must be turned into the One Stop for review and for the course to be applied toward completion of the degree.

Arranged Courses

An arranged course is an agreement between an instructor and a student for the student to complete a regular SPSCC course as an independent project. Arranged courses must follow the course outline of the agreed upon course, including required assessments and topics. To be eligible for an arranged course, students must meet all of the published prerequisites. Arranged courses are offered at the discretion of the professor and division dean.

Independent Study

Independent studies are supervised projects for which students receive course credit. Independent studies require a detailed plan that explains how workload, contact hours, and student learning outcomes align with the course credit being earned. They also require a specific indication of how student learning outcomes will be assessed. To be eligible for independent study, students must:

- Have a minimum cumulative GPA of 2.75 and have completed a minimum of 15 credits of college-level work at SPSCC;
- Attempt five or fewer credits of independent study during one quarter; and
- Not exceed a maximum of 15 independent study credits toward a SPSCC degree.

Undergraduate Research

Undergraduate research courses are led by one or more faculty, listed in the catalog with titles and numbers, and scheduled to meet at regular days and times as indicated in the college's course schedule. In these courses, students are directed in independent and collaborative research projects where they learn how to design, conduct, and report on original research. To be eligible for an undergraduate research course, students must meet the published prerequisites.

Forms

Students can obtain an Individual Study or Arranged Class form from the Enrollment Services Office. Students should complete the contract portion of the form, and then have the contract signed by the sponsoring instructor and the appropriate division dean.

Credit for Non-Traditional Learning

Credit for Non-Traditional Learning (CNTL) is awarded in the following areas: Credit by Testing, Prior Experiential Learning, Extra-Institutional Learning, and Course Challenges. General guidelines for the awarding of CNTL would be as follows.

Credit by Testing

The College accepts credit through Advanced Placement (AP) and College Level Examination Program (CLEP). The College also has a process to award Credit by Examination through a challenge exam. This policy is found earlier in this Academic Regulations section. A maximum of 45 credits will be awarded by credit by examination.

- Advanced Placement – Students may receive credit for Advanced Placement scores of “3” or higher. Advanced placement grade reports should be requested from the College Board and sent to the Enrollment Services office. Once received, the student will submit a Transfer of Credit form request for the AP score to be evaluated. AP coursework completed through the high school class will not be accepted for credit without qualifying test scores.
- Cambridge International. SPSCC will grant a minimum elective credit for each Cambridge International (CI) Examination for A-level exam with a passing grade or above for approved examinations. Credit will be awarded on the basis of official CI Examination results, not transcript notation. Duplicate credit for the same subject taken on different exams will not be granted.
- International Baccalaureate. SPSCC will grant a minimum elective credit for an International Baccalaureate (IB) Higher Level (HL) exam score of 4 or higher. Credit will be awarded on the basis of official IB

results, not transcript notation. See IB Test Score Equivalencies at SPSCC.

- Course Challenge – Students may receive credit for a course by satisfactorily completing a challenge examination. Students should register for the course and indicate to the instructor the desire to challenge the course. Instructional divisions may reserve the right to deny challenges for specific courses. An exam is administered and graded, with the grade recorded during the active quarter. They may enroll in a future quarter for grade renewal purposes.
- College Level Examination Program (CLEP/DANTES) – Examinations are accepted if students score above the ACE recommended score (normally 50). The distribution of credits must be no more than 10 credits in each of the following areas: English, natural sciences, mathematics, humanities and social sciences/history. Students are responsible for forwarding CLEP exam records directly from the College Board to the Enrollment Services Office. Test scores in the General Examination are not equated with specific course descriptions in the college catalog. Students with English scores above the 50 are not exempt from ENGL& 101 English Composition I or ENGL& 102 Composition II requirements. CLEP English scores and credits can be applied toward communications or humanities credit with the exception of ENGL& 101 English Composition I and ENGL& 102 Composition II. Acceptable test scores and credits granted can be applied to the General Education List requirements. Students may receive credit in areas in which you have not already earned 10 credits. Students who have earned college course credit prior to taking the General Examination may earn credit in each of the five examination areas to the extent that the total course credits and examination credits do not exceed 10 in any general area.

Prior Experiential Learning

Credit is awarded through assessing knowledge and skills gained through work and life experience that correspond to the student learning outcomes of some existing professional-technical courses at South Puget Sound Community College.

Credit for Alternative Learning Experience (CALE or called Extra- Institutional Learning by the state)

Awarded through documented third-party training, industry certifications or occupational crosswalks. The training must be formal and documented. Transfer of military credit is done through the Joint Services Transcript (JST) and based on the recommendation of the American Council on Education (ACE). Students receiving College credit for military service through their JST must still earn credits consistent with the College residency policy in order to be granted a degree or certificate. No more than 25% of credits used for a professional/technical degree can come from CALE. No more than 15 CALE credits are allowed in the Direct Transfer Agreement degrees. Students are charged a \$25 application fee and \$10 per credit for CALE (fee waived for military transcripts).

Advanced Standing

Students may enroll in an advanced course when an evaluation of previous experience and education indicates that credit could be given for lower-level courses in the program. Credit will be given up to a maximum of 45 quarter credit hours only with completion of the higher-level courses with a grade of “C” or better, or with a grade that is agreed upon through a specific agreement with area high schools. The request for advanced standing can be started by completion of the special enrollment form found in the One Stop. The form must be signed by an advisor and the appropriate division dean to be reviewed for eligibility.

Grading Policy

Instructors are responsible for explaining their grading policies at the beginning of each course. This will be in the form of a course syllabus. The following is the college definition of each grade:

Grade	Grade Points	Description
A	4.00	Superior achievement
A-	3.67	
B+	3.33	
B	3.00	High achievement
B-	2.67	
C+	2.33	
C	2.00	Satisfactory achievement
C-	1.67	
D+	1.33	
D	1.00	Minimum achievement
F	0.00	Failure to meet minimum course requirement
I	0.00	Incomplete. Student has not completed specific requirements for a class due to extenuating circumstances beyond the student's control assigned at the instructor's discretion. ¹
N	0.00	Audit
P	0.00	Progressing
S	0.00	Satisfactory completion at or above the 2.0 level. ²
U	0.00	Unsatisfactory completion of the course below a 2.0 level. ²
V	0.00	At the instructor's discretion, this grade may be assigned when a student ceases attendance before sufficient data to evaluate has been submitted. Student must have stopped attending by the 40th day. No grade points calculated at SPSCC; other schools may convert V's to F's when determining transfer eligibility or recalculating GPAs.
W	0.00	Student withdrawal
Y	0.00	Course in progress. For continuous enrollment courses and courses with calendars that extend beyond one quarter.

¹ Prior to issuing an "I" grade, the professor must complete an "Incomplete Agreement" form indicating what requirements must be completed, the expected completion date and method of evaluation. The form must be signed by the instructor and the student. Failure to complete the requirements in the agreed upon time frame (no longer than the end of the subsequent quarter) will result in a grade of "F" for the class.

² Some courses will be graded satisfactory/unsatisfactory. Certain courses are graded in this manner due to the nature or content of the course. Faculty may offer this option in classes that are generally evaluated with letter grades by including the option in their course syllabus.

Grade Reports

Students may locate final grades at the end of each quarter online in their ctcLink Student Center and unofficial transcript. Official transcripts can be ordered online at <https://spscc.edu/services-support/transcripts> (<https://spscc.edu/services-support/transcripts/>).

Academic Standards Policy

Standards are enforced to ensure satisfactory academic progress. All students are expected to maintain a quarterly cumulative GPA of 2.0 for credits attempted and a minimum college-level GPA of 2.0 must be maintained for graduation with a degree or certificate. Academic deficiency is defined as failure to maintain the minimum grade point average requirements, as stated above. After the first quarter in which a student is academically deficient, he or she will be placed on academic warning. After the second quarter in which a student is academically deficient, the student will be placed on academic probation. After the third quarter in which a student is academically deficient, the student will be placed on academic dismissal. Dismissed students must sit out for a quarter and go through the readmissions procedure. Running Start students can't count summer quarter as the quarter in which they sit out.

Readmission Procedures

Students who are dismissed from the college for academic deficiency must complete the appeal process. A student must complete an Academic Standards Review form and meet with an educational planner in the Advising Center to discuss course selection and success strategies for future quarters. All appeal steps must be completed prior to the third day of the quarter a student wishes to re-enroll.

Grade Renewal

Grade renewal is a process of eliminating courses from the computation of the cumulative Grade Point Average (GPA) under the listed conditions. Grade renewals cannot be done on "V" and/or "W" grades, which are not computed into the overall GPA. Students who receive financial aid may jeopardize their future eligibility to receive funding when requesting grade renewal and should contact Financial Aid before seeking this option. Petition for Grade Renewal Forms should be submitted to the One Stop at the Olympia Campus (Bldg. 22) or Lacey Campus (Bldg. 1) or emailed to Enrollment Services at enroll@spscc.edu. Grade Renewal for Repeated Courses: Eliminate credits and grade(s) from computation of GPA for courses that have been repeated at SPSCC. An "R" will appear next to the lower grade and won't be calculated into the GPA. Grade Renewal for Unrepeated Courses: Eliminate credits and grade(s) from computation of GPA for courses that have not been repeated. All grades will continue to appear on the transcript. An "*" (asterisk) will appear next to the course that is no longer calculated into the GPA. All credits taken prior to the requested quarter for grade forgiveness will also be eliminated from GPA and credit computation. In order to qualify for this option:

- A period of two years must have elapsed since the grades were earned or the student has changed the program of study;
- The student has attained a quarterly GPA of 2.5 or greater in two consecutive quarters at SPSCC since earning the initial grades; and
- The student has not withdrawn from more than five credits per quarter since returning to SPSCC.

Academic Honors

Each quarter South Puget Sound Community College recognizes outstanding academic achievement by placing students on the

President's List or Vice President's List. A notation of the award will be placed on the student's permanent transcript.

President's List

To receive the President's List designation, students must earn both of the following:

- A quarterly grade point average of 4.0.
- A minimum of 12 graded, college-level credits (S grades not included).

Vice President's List

To receive the Vice President's List designation, students must earn both of the following:

- A quarterly grade point average of 3.60 to 3.99.
- A minimum of 12 graded, college-level credits (S grades not included).

Part-time students are eligible each time they complete 12 college-level credits and their GPA falls within the designated list for the quarter. Part-time students need to notify the Office of the Vice President for Student Services each time they qualify. Vice president's List and President's List notations will be posted on the transcript for the quarter in which the 12 college-level credits are completed.

Graduation Honors

Students in degree programs who achieve college-level GPAs of 3.75 to 3.89 will graduate with High Honors. Students in degree programs who achieve college-level GPAs of 3.9 to 4.0 will graduate with Highest Honors.

Tuition, Fees, and Registration

Washington residents pay regular in-state tuition. A resident student is one who has been living in the state of Washington for at least one year prior to the commencement of the quarter for which the student has registered, and has established an intention to become a bona fide resident of the state for purposes other than educational. Special consideration is given to military personnel, recent veterans, their spouses and dependents, refugees and undocumented students who graduated high school or the equivalent in Washington State. Contact Enrollment Services for more information at enroll@spscc.edu. Tuition and fees are due approximately three weeks before the start of the quarter. Actual dates will be posted online and are available at the One Stop. Tuition rates are set by the Legislature. Current tuition rates and due dates are published each quarter online at spscc.edu/pay-for-college (<http://spscc.edu/pay-for-college/>). The college charges a quarterly \$20 matriculation fee, and a quarterly technology fee at the following rate: a student in 1-9 credits \$40 students in 10 or more credits \$50; ABE/ESL/GED/Parent Co-op students \$10. An additional per-credit fee of \$6 is assessed, which was established by a vote of the students to cover costs of the Student Union Building and the Health and Wellness Center. Associated Student Programs (ASP) fee for Running Start students is \$5 per credit. For up-to-date information, see the quarterly publication *Advance*, visit spscc.edu (<http://spscc.edu>), or contact the Business Office at 360-596-5246. A course fee is charged for specific classes and is displayed in the class schedule. Some courses have specific laboratory and/or special fees. These fees are listed in the online class schedule. Online and hybrid courses at South Puget Sound Community College require a student technology fee and use a Learning Management System (LMS) to assist in delivering course content. If you register after the 10th day of fall, winter, or spring quarter, or the eighth day of summer quarter you may be required submit a Late Add Petition Form and be

subject to a \$100 per course late fee. Tuition and fees are also due at the time of registration.

Students Rights and Responsibilities

The college provides for the rights of the individual student and the college community through official college policies. The codification of these policies protects individuals and groups of students with procedures that deal effectively with issues of individual and community rights. Students are expected to respect the laws of local, state and federal authorities. Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with the rules and regulations of the college, maintain high standards of integrity and honesty, respect the rights, privileges and property of other members of the college community, and that they will not interfere with legitimate college affairs. Copies of the code setting forth student rights and responsibilities as adopted by the Board of Trustees are available from the Vice President for Student Services, from the Office of Student Life and online at <https://spscc.edu/campus-life> (<https://spscc.edu/campus-life/>).

Student Privacy

In accordance with the Family Educational Rights and Privacy Act (FERPA), South Puget Sound Community College enforces guidelines concerning information about the student's permanent educational record, and governs the conditions of its disclosure. Except as otherwise indicated, SPSCC will not provide information contained in student records in response to inquiries unless the student has given consent to the college in writing. The consent must indicate a specific party to release records, must indicate the specific records that can be released, and is good for one year unless otherwise noted. Exception will be made if knowledge of the information is necessary to protect the health or safety of the student or other individuals or disclosure is required by law.

The college provides additional information to military recruiters in compliance with federal Solomon Act requirements. Students wishing to be excluded from the student directory information, must file a non-disclosure request with the registrar to seal their records. SPSCC assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure. By sealing your records, SPSCC will be unable to verify degrees, graduation, or any other requested information. Directory information includes:

- Student's name, street address, email, and phone number
- Date and place of birth
- Major field of study
- Extracurricular activities
- Height and weight
- Most recent institution attended
- Veteran's status
- Dates of attendance and completion
- Degrees and awards received

Financial Aid Policies

Types of Financial Aid

SPSCC offers a variety of funding programs designed to support students in pursuing higher education, such as Federal Direct Loans, Grants, Scholarships, Veteran & Military Benefits, Work Study, and Workforce

Transitions. For more information, visit spscc.edu/admissions/funding (<http://spscc.edu/admissions/funding/>).

Application Procedures & Forms

SPSCC evaluates financial aid applications based on quarterly award cycles. All required documents must be received by the deadline date to be considered complete. Steps:

1. Apply for admission to SPSCC.
2. Complete the Free Application for Federal Student Aid (FAFSA) or WASFA.
3. Complete Advising & Registration.
4. Visit your ctcLink Student Center.

Find deadlines and more information at spscc.edu/admissions/funding (<http://spscc.edu/admissions/funding/>).

Eligibility Requirements & Selection Criteria

SPSCC uses the following formula to determine your eligibility for financial aid:

Cost of Attendance - Expected Family Contribution =

Financial Aid Eligibility Cost of Attendance: Cost of attendance (COA) is the figure provided by colleges and/or college financial offices that estimates the total costs of attending that particular school for a period of one year. Expected Family Contribution: The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Financial aid awards are subject to available funds and must meet eligibility and applications requirements. Find more information at spscc.edu/financial-services/important (<http://spscc.edu/financial-services/important/>).

Methods of Disbursement of Aid

Financial aid is generally distributed during the week prior to the start of the quarter. Due to federal fiscal regulations, Summer Quarter disbursements are made the first business day after July 1, regardless of the first day of Summer Quarter start. Refunds are available as ACH deposit, a BankMobile VIBE Checking Account, or paper check. For more information, visit spscc.edu/financial-services/refunds (<http://spscc.edu/financial-services/refunds/>).

Student Rights and Responsibilities for Financial Aid

A full list of Student Rights & Responsibility for Financial Aid (students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress) are available at spscc.edu/financial-services/important (<http://spscc.edu/financial-services/important/>).

Return Title IV Funds Policy

The Federal Return of Title IV Funds Policy is separate from South Puget Sound Community College's Tuition & Fees Refund policy. The Federal Return of Title IV Funds Policy is described online at spscc.edu/financial-services/forms (<http://spscc.edu/financial-services/forms/>).

Student Loan Terms and Conditions

For more information, visit spscc.edu/loan-information (<http://spscc.edu/loan-information/>).

Concurrent Enrollment Fee Waiver Program

Students enrolled in Running Start or College in the High School who qualify in the current academic year (in within the past five academic years) for Free/Reduced Price Lunch (FRPL) at the high school will qualify for the Concurrent Enrollment Fee Waiver Program. The waiver covers the course and student fees associated with the student's SPSCC course enrollment and is valid for the entire academic year. If you have never applied for FRPL (or do not attend a public high school and are enrolled in a private or home school program) but your household is within the income criteria for the USDA WIC program you can also qualify for the fee waiver. Please see spscc.edu/apply/high-school-options (<http://spscc.edu/apply/high-school-options/>) for more information.

Photography and Video Recording at South Puget Sound Community College

South Puget Sound Community College takes photographs and video footage on campus throughout the year. These images often include students, employees, and guests in classrooms, computer labs, athletic events, and other campus activities. SPSCC reserves the right to use these photographs and video recordings as part of its educational, public interest, publicity, and marketing efforts. Those who attend, visit, or work at SPSCC do so with the understanding that these photographs and videotapes may include them and may be used in media or published materials. As a condition of attendance, visiting, or working at SPSCC, you are consenting to the college's use of such photos or videos, which may include your likeness, and waive any privacy interests you may have in such photos or videos.

Limitations of Liability

The college's total liability for claims arising from a contractual relationship with a student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes and programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earning or profit.

South Puget Sound Community College Values Diversity and Is an Equal Opportunity Employer and Educator

South Puget Sound Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). SPSCC provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the Americans with Disabilities Act and Federal Rehabilitation Act. The following person has been designated to handle inquiries regarding non-discrimination policies, Title II and Title IX, Samantha Dotson, Executive Human Resource Officer / Title IX Coordinator, 360-596-5361, ssoto@spscc.edu, Building 25, Room 220, 2011 Mottman Rd SW, Olympia, WA 98512; South Puget Sound Community College is a smoke-free/drug free environment.

Americans with Disabilities Act Accommodation Procedures

The College is committed to providing reasonable accommodations in accordance with applicable federal and state laws and regulations and the collective bargaining agreements for eligible individuals with known or documented disabilities in the most timely and effective manner possible. It is the intent of the college to ensure that every employee (faculty, exempt staff, represented and non-represented classified staff) and/or applicant for employment who makes a request for accommodation under the Americans With Disabilities Act (ADA), the Rehabilitation Act of 1973, Section 504, Chapter 49.60 Revised Code Washington, and Washington Administrative Code 162-22 is promptly and properly advised of the accommodation process and reasonably accommodated.

The college will follow the procedures outlined in the Reasonable Accommodation Procedures. For represented classified employees, the college will comply with the collective bargaining agreement and with provisions of WAC 357-46 for non-represented classified employees. Employees requesting accommodation must cooperate and engage in conversation with their supervisor regarding the need for, and possible form of, any accommodation. The employee will complete and sign a Reasonable Accommodation Request form. The college will determine whether an employee is eligible for a reasonable accommodation and the accommodation to be provided.

Transferring Credits and Degrees

Transferability of credits and degrees earned at SPSCC is subject to the policies of the receiving institution. SPSCC participates in many transfer agreements and academic courses numbered 100 and above are usually accepted by four-year colleges and universities. Students planning on transferring to another institution should work with an academic advisor in order to assist with course and degree selection.

Campus Security Policy

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), a crime statistics report is available to the public. The report includes statistics for the previous three calendar years concerning reported crimes that occurred on South Puget Sound Community College's campus; in certain off-campus buildings or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. These reports are available online at spsc.edu/emergency-safety-security (<https://spsc.edu/emergency-safety-security/>).

Notice of Nondiscrimination

South Puget Sound Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance inquiries:

Samantha Dotson
Executive Human Resources Officer
2011 Mottman Rd SW
Olympia, WA, 98512

360-596-5361

Nondiscrimination & Discrimination Complaints or Grievances

In addition to the nondiscrimination statement above, the College has an official policy regarding nondiscrimination and discrimination complaints and grievances (current as of 10/21/2016), see Nondiscrimination and Discrimination Complaints / Grievances.

Career & Technical Education Nondiscrimination

South Puget Sound Community College offers career and technical education programs in accounting, manufacturing technologies, architecture, engineering and construction technology, automotive technology, baking and pastry arts, business administration, computer programming, craft brewing, distilling, and cider making, culinary arts, cybersecurity and network administration, database management, dental assisting, early childhood education, information technology computer support, medical assisting, medical coding and billing, nursing, office technology and administration, paralegal, and welding technology.

South Puget Sound Community College does not discriminate on the basis of race, color, national origin, sex, disability, honorably discharged veteran or military status, sexual orientation, or age. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Samantha Dotson
Executive Human Resource Officer
2011 Mottman Rd SW
Olympia, WA, 98512
360-596-5361

South Puget Sound Community College will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational education programs.

Statement of Non-Aggressive Recruiting and Financial Aid Practices

South Puget Sound Community College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Veterans Benefits Statements

The college's School Certifying Officials can be reached at veteranservices@spsc.edu. Selected programs of study at South Puget Sound Community College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency, (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Schools should limit student enrollment to 85% veteran enrollment per program. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

SPSCC will not impose; late fees, deny access to classes, libraries, or other institutional facilities, or require any covered individual to borrow additional funds because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.