

Policies, Procedures & Services

The purpose of these policies, procedures, and services is to help students succeed at Sinclair. Please carefully review and address any questions to instructors or the contacts provided. This catalog contains official information for the academic year 2012-2013.

The college reserves the right to appeal, change, or amend rules, regulations, tuition and fees, and may withdraw, add to, or modify the courses and programs listed herein.

For current information:

- (937) 512-3000
- 1-800-315-3000
- www.sinclair.edu

Adding /Dropping Courses

Before withdrawing from one or more classes, students should consult an academic advisor and meet with the Financial Aid & Scholarships office if using financial aid to pay tuition. Students may withdraw online or in person.

- Process the drop/add/withdrawal form in the office of Registration & Student Records, Dayton Campus, Building 10, Second Floor or at the Learning Centers
- Online through my.sinclair.edu
- To drop or withdraw from all classes for the term, students may use the Call Center, (937) 512-3000, 1-800-315-3000.
- A copy of the processed withdrawal form will be mailed to the students. This is proof of withdrawal and should be kept for the students' records. Failure to follow one of these processes means the students will receive a grade, usually an "F/Z," in the class.

NOTE:

- Veterans' benefits will be affected by withdrawal from one or more classes. Veterans should first contact the Veterans Assistance office, Dayton Campus, Building 10, Room 10324.
- Financial aid status of any students may be affected by withdrawing from one or more classes.

To withdraw from a standard term course:

- Withdraw during the first eight (8) calendar days of the term for 100% tuition refund and no record of the class on the transcript.
- Withdrawal later than the first eight (8) calendar days, but during the first eight (8) weeks of the term, means no refund and a grade of "W" on the permanent record.

Short term courses of less than a term in length have special deadlines. Students should check the online calendar at www.sinclair.edu.

Financial Aid Add/Drop Policy

Sinclair Community College uses an Add/Drop period, also called the "census date" to determine a student's enrollment status for awarding federal financial aid. The census date is typically the 8th calendar day of the term.

The courses which students are registered for on the census date will determine financial aid eligibility. This means that if a student adds or drops classes before the census date, the amount of federal financial aid they are eligible for will be affected. If classes are added or dropped after the census date, the federal financial aid award amount will not change even if the student has been attending the class.

If the college has made an error that caused a federal financial aid recipient to be purged from classes and the student is requesting to be re-registered after the census date, the student should meet with a designated Registration staff member to complete the appropriate petition. The documentation collected will be forwarded to the Director or Assistant Directors of Financial Aid to verify whether or not federal financial aid can be used to pay for the classes in which the student will be re-registered after the census date.

This documentation must include, but is not limited to, proof of attendance in all classes

for which the student is requesting re-registration.

Please note: If a federal aid recipient registers or re-registers for a class on or after the first day of classes, the student must obtain a signature from the instructor verifying the student has been attending the class.

Return of Title IV Policy—Return of Federal Financial Aid

Important Notice to All Federal Financial Aid Recipients: The federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn all of their aid, the 'unearned' portion must be returned to the appropriate Title IV program.

Title IV financial aid programs include Federal Pell Grant, Federal Stafford Loans and Federal Work-Study (FWS). Federal Work-Study earnings are not affected by Title IV regulations concerning the return of unearned federal financial aid. Only grants and loans are affected by this policy.

This is a unique refund policy for financial aid that differs from the college refund policy.

The Return of Unearned Title IV Funds Policy applies if the student withdraws from or ceases attending all classes before the sixty percent point in the term. Completely withdrawing from, or ceasing to attend may result in financial aid repayment.

Withdrawing may also affect future financial aid eligibility. Please speak to a financial aid counselor before withdrawing from classes at Sinclair. In some cases, a student may owe monies to Sinclair as an overpayment. This means that the student will not qualify for any additional federal funds until the balance is paid.

- Dropping all classes: Students who withdraw from all classes after the 100% refund period and prior to completing 60% of the quarter will be subject to a return of federal financial aid to the government according to this calculation:
 1. Outstanding balances on Federal Direct Loans.
 2. Federal Pell Grant awards.
 3. Federal SEOG awards.
- Stop attending all classes: For students who stop attending all classes without officially withdrawing, return of federal financial aid will be calculated according to the same guidelines.
- Non-Attendance of one or more classes: If students fail to attend one or more of their classes, their financial aid may be reduced or removed.
- Short-Term courses: A student who withdraws from a short-term course(s) before the start of a future course within the same payment period will be considered as withdrawn for Return of Title IV purposes.
 - An exception is made if the student provides written notification affirming their intent to attend a future course prior to the start within the payment period or the student provides affirmation of attendance by enrolling in a future course within the same payment period after the original withdrawal date. Written notification MUST be received prior to the first day of the future course.
 - Notification of attendance in a future course must be made in writing and will include:
 - First and Last Name of the student

- Tartan ID or Social Security Number
- Future course(s) Name and Number (ex: PHI 2207 Logic)
- Begin and end date of future course(s)
- Statement affirming intent to attend future course(s)
- Student Signature
 - Notification may be provided as an attachment from the student's my.sinclair email account to finaid@sinclair.edu, standard mail or by dropping it off at any Sinclair location.
 - Students who are no longer attending but are registered for future courses may receive a courtesy email reminder to provide written affirmation of their intent to attend a future course within the payment period.
 - It remains the responsibility of the student to provide accurate, complete and timely notification.
- Return of Title IV calculations are performed at regular intervals.
- Example of Return of Title IV Calculation

Pell Grant	\$1850
Subsidized Stafford Loan	\$1162
Unsubsidized Stafford Loan	\$664
Total	\$3676
Completed days	18
Days per Term	77
% Aid Earned (Completed Days/Days per Term)	23.4%
Total Aid Earned (% Aid Earned * Total Aid Disbursed) =23.4%*\$3676	\$860.18
• Amount of Aid to be returned \$3676.00 - \$2815.82	\$860.18
•Amount to be returned by Sinclair and Student	
Tuition/Fees/Books	\$1265.40
\$1265.40*(1-23.4%) College returns \$664 Unsubsidized Loan + \$305.30 Subsidized loan to the Stafford Loan Program	-\$969.30
Student owes DOE for Stafford Loan	-\$856.70
Initial amount of unearned Title IV due from student	\$1846.52
Initial amount of Title IV grants for student to return	\$989.82
Subtract the protected amount of Title IV grants \$1850*50%	-\$925
Pell Grant funds to be returned to DOE by student	\$64.82

This catalog is meant to serve as a guide; official and current information is available at:

www.sinclair.edu

- Initial Amount to be Returned by Student

- Student will repay the \$856.70 when they enter into repayment on their student loan.
- The \$64.82 in Pell must be repaid to Sinclair Community College immediately in order for the student to regain financial aid eligibility.
- The student will be considered in overpayment status until the amount is repaid.
- Overpayment status will prohibit the student from receiving financial aid at Sinclair Community College or any other college.
- Repayment information can be found at the Office of the Bursar online at <http://www.sinclair.edu/services/bursar/> or by calling the Bursar at 937-512-2606.
- Students will be notified of their calculation of Unearned Title IV by the Sinclair Community College Financial Aid Office.
- See a Financial Aid Officer for additional information.

Administrative Withdrawal

Students may be administratively withdrawn from a class by their faculty member for nonattendance. Faculty must advise students in writing at the first class meeting what attendance record would constitute cause for administrative withdrawal. If students do not attend the first class, it is the students' responsibility to obtain a copy of all materials distributed at the first class meeting.

Students may also be administratively withdrawn from classes as a result of a student conduct hearing with either a hearing officer or the Student Conduct Hearing Panel. Administrative withdrawals may be made when it has been determined that the students' presence on campus is potentially detrimental to the college, faculty, staff, students or themselves.

Articulation Agreements

Articulation agreements are formal agreements between organizations detailing the recognition of college credit between those organizations. Sinclair uses articulation agreements as a means to avoid duplication of resources and to encourage and enhance students' interest in post secondary education and transfer from one institution to another.

- Students must have applied for admission, been accepted, and paid the appropriate fee before any credits earned through articulation agreements can be recorded on their record.
- Students must provide documentation of successful completion of requirements per the agreement. Each department is responsible for determining appropriate documentation.
- The course(s) will be recorded on the students' transcript with a "Y" grade.
- Credits earned via an articulation agreement do not apply toward the college residency requirements.

Since the development of articulation agreements with colleges and universities is an ongoing process, students should check with their academic/faculty advisors for the most

Articulation Agreements continued on next page

current listing of agreements.

Associate Degree

To be degree candidates, the students must:

- Fulfill requirements of the degree program and the institution.
- Complete a minimum of 60 semester hours (accredited programs must meet accreditation association requirements). Additionally, students must earn a minimum of 33 semester hours of their academic program from Sinclair, or must earn the last 20 semester hours of their academic program from Sinclair.
- Maintain a cumulative grade point average of at least 2.0.

Students have to meet degree requirements in effect at the time they begin study. However, if the course of study is prolonged beyond six years after beginning, consult with the department chairperson to determine graduation requirements. Sinclair will consider granting permission to graduate under a catalog more than six years old if they have been enrolled continuously and the degree program has not changed appreciably. Requests for this exception should be directed to the program chairperson and be approved by the division dean.

In order to earn more than one Associate's degree at Sinclair, a student must take a minimum of 12 credit hours in the second program that are different than the first. If a student qualifies for more than one degree using the same curriculum and does not take the minimum hours difference, the student may choose the degree to which they will be awarded.

Attendance

Students are expected to be present at all class sessions. It is the students' responsibility to read and understand the class attendance policy or the SinclairOnline course participation policy that will be defined in the syllabus for each course. It is the faculty member's responsibility to define attendance or participation requirements and to monitor and record the students' fulfillment of these requirements. It is a program's prerogative to have specific policies across multiple sections due to the unique requirements of that program. Attendance for traditional classes or participation for SinclairOnline classes may affect final grades, financial aid eligibility, and V.A. benefits.

Auditing a Course

To audit a course means:

- students may attend class
- students are not required to take exams
- students do not receive a grade or credit

To register for a class to be audited:

- Registration in audit status will be accepted only during designated late registration periods and before the first meeting of a class. Registration can only be done in person, Room 10231, Dayton Campus or at the Learning Centers. Check www.sinclair.edu for deadlines.
- Audit status must be indicated on the registration form by marking a “Y” in the audit column.
- The fee for auditing is the same as that for enrolling for credit. A veteran may not use educational benefits to audit a course. In addition, financial aid may not be used to pay for courses that are audited.

Note: Audit status cannot be changed to credit status, nor can credit status be changed to audit status once registration has been completed.

Basic Skills Assessment Policy

Entry level assessment is crucial to providing students the opportunity to succeed in their educational pursuits. Educational research shows that students who are assessed and who then enroll in courses appropriate to their skill levels are four times more likely to succeed academically as those students who are not assessed or who ignore placement requirements. Because Sinclair Community College is committed to providing accessible, high quality education, the following assessment policy was implemented fall 1990.

Prior to initial registration, students who designate themselves as degree or certificate seeking must be assessed for reading, language usage and writing, and numerical skills. Transfer students who are degree or certificate seeking and who do not have transferable equivalent math or English courses must be assessed. No degree or certificate seeking students can register for any credit courses until they have test scores on file. Special needs and English as a Second Language students should make appropriate assessment arrangements with Educational Support Services.

Students who are not degree or certificate seeking, but who are taking courses for personal interest or career development, do not have to be assessed. However, with the exception of transfer students who have math or English credits accepted for equivalent courses, ALL students who take a mathematics or English class must be assessed prior to enrolling in those classes.

Students must begin mathematics and/or English course sequences at the level indicated by their assessment results. Students who possess less than a tenth grade level of mastery in reading must see an advisor before enrolling in any college level courses, except those specifically identified as exempt from this requirement.

Certificate Programs

Certificate programs recognized by the Ohio Board of Regents require completion of

a minimum of 30 semester hours of a specific curriculum with an overall grade point average of at least 2.0. To qualify for a Certificate of Completion, students must complete at least 9 credit hours of Sinclair course work within the area of study to fulfill the institution's requirements.

Changing an Academic Program

In order to change from one academic program (major) to another, students have to meet with an academic advisor in Room 11346 or a faculty advisor (from the division housing their new academic program), who will implement the change. Students may also complete this process online at www.sinclair.edu/services/advising. This change will be indicated on their record and will not affect the cumulative grade point average.

Changing Sections of a Course

After the drop/add period and through the last day for withdrawal with a “W” grade, students can ask permission to change to any open section of the same course. Acceptable reasons for changing sections may include class conflict with work schedule, child care, transportation or health issues. To make this change students must do the following:

- See their academic advisor if classes have begun.
- Bring a drop/add form with the advisor's signature to Registration & Student Records, Dayton Campus or at the Learning Centers.

Children in Classes

Children (and others who are not officially enrolled) are not permitted in classrooms or laboratories when classes are in session. Additionally, children cannot be left unattended on campus at any time.

Communication with Financial Aid & Scholarships office

The Financial Aid & Scholarships office at Sinclair helps students meet their educational expenses. Sinclair will make every effort to help students meet the difference between college costs and the amount the family is able to pay. All awards are made on a non-discriminatory basis.

1. Questions—For information, call, write, or personally visit the office:
 - Call (937) 512-3000, Sinclair's Call Center or 1-800-315-3000
 - Email finaid@sinclair.edu or send a letter; address: Financial Aid & Scholarships, Sinclair Community College, 444 West Third Street, Dayton, Ohio 45402-1460.
 - Visit the Dayton Campus office, Building 10, Room 10324 to speak with a financial aid representative.
2. The Financial Aid office will communicate with students about the status of their application through their Sinclair email account. When the student's financial aid award package has been determined, an award notification will be sent via email. Students should check their college email account regularly.

Note: No information regarding student's financial aid records will be provided to anyone but the student without the student's written permission. See a financial aid representative at any campus location to complete the Release of Information form.

Degree Audit

Degree audit is a process that indicates the students' progress toward the completion of a degree program. Students request a degree audit from an academic advisor to determine how many classes they have completed for a specific academic program. If they change academic programs, a different degree audit must be done. Degree audits may also be done online (<http://my.sinclair.edu>, click on Web Advisor).

Fresh Start Policy

Fresh Start allows a student, who has returned to the college after an absence of at least three years (9 semesters), and has completed specific requirements, a "one time only" option of having his or her grade point average recalculated from the point of re-enrollment without losing credit for previous course work for which a grade of **S, B, C** or better was earned. The Financial Aid office does not recognize the Fresh Start Policy or any changes it may have on a student's record.

The academic Fresh Start Policy and its conditions are as follows:

1. To be eligible for Fresh Start, a student must:
 - Re-enroll in the college after an absence of at least 9 consecutive semesters (including summers).
 - Successfully complete any required Developmental (DEV) courses anytime during their college experience based on an assessment of reading, language usage, writing and numerical skills.
 - Successful completion of a minimum of six credit hours after re-enrollment with grades of **S, B, C** or better. DEV courses do not count toward the 6 credit hours. The following are examples of completion of the minimum first six credit hours.

Example 1: 1st sem: 6 hours – FS applied

Example 2: 1st sem: 15 hours –FS applied

Example 3: 1st sem: 3 hours

 2nd sem: 3 hours – FS applied

Example 4: 1st sem: 2 hours

 2nd sem: 3 hours

 3rd sem: 8 hours – FS applied

- Request in writing that the policy be applied.
2. The policy can be applied only once and only to classes taken before re-enrollment. Once approved, the application of this policy against the student's record is irrevocable.
 3. After a student elects Fresh Start and eligibility is verified, a notation will be added to

the student's transcript indicating that all Sinclair credit hours earned prior to policy enactment will be subject to the following conditions:

- the previous cumulative GPA is recalculated based upon the elimination of D, F, and Z grades
 - credit earned at Sinclair with a grade of at least S, P, C or higher is carried over
 - credit earned at Sinclair with a grade of D is forfeited
 - grades from all course work taken at Sinclair will be shown on the transcript
4. Fresh Start may not be applied to any course previously used by the student to complete a degree or certificate.

The academic transcript will show:

The Fresh Start Policy has been applied for academic work taken at Sinclair prior to Term/Year.

Grades

The grade point average is computed by dividing the total points earned by the total credit hours attempted. Courses in which a student earns grades of "X", "I", "W", "P", "N", "S", "IP", "U" OR "Y" are not computed in the total credit hours attempted. These grades are considered in place of completion calculations for financial aid satisfactory academic programs evaluation.

Students may be given an "I" if their work has not been completed. The students must contact their instructor and request an "I" grade. If the instructor agrees, the students and instructor must sign the "Incomplete Grade Contract." When the required work is completed within 30 calendar days after the beginning of the next term, a grade will be submitted for the "I" grade. If this is not removed within this time, the "I" becomes an "F". This time limit may be extended by special permission of the instructor.

If the student fails to contact the instructor to arrange an incomplete grade, the instructor is required to assign an "F" instead of an "I" for the term's work. For cases in which hardships are involved, the student may make up the work which could change the "F" to the grade otherwise deserved. The instructor's permission is required.

An "N" grade indicates the students attended classes and made satisfactory progress but didn't completed all course requirements.

A "Z" grade indicates the students were registered for class but never attended.

To challenge a grade the students believe is incorrect; they must contact the instructor as soon as possible. Under no circumstance will a grade be changed after two years have elapsed from the end

Grade	Quality Points	Grade	Quality Points
A Excellent	4 90 - 100%	S Satisfactory	0
B Good	3 80 - 89%	U Unsatisfactory	0
C Average	2 70 - 79%	I Incomplete	0
D Passing	1 60 - 69	W Withdrawal	0
F Failure	0 0 - 59	P Pass	0
Z Non-Attendance	0 0 - 59	N Progress	0
		Y Proficiency Credit	0
		IP In Progress	0
		X Audit	0

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of the term in which the grade was recorded. Within the two-year limitation, a petition may be filed with the office of the Associate Provost asking consideration for change of “F” grade to “W”, ONLY if emergency circumstances supported by documentation prevented either withdrawal by deadline date or completion of class requirement after that date.

Graduation

The office of Registration & Student Records is responsible for identifying students who have met all of the requirements for their programs. Once those students have been identified, they will be graduated.

Students will receive an email from the office of Registration & Student Records during the term in which they are enrolled in the final courses needed to complete their degrees, certificates or short term certificates. This email will simply confirm that the student has indeed registered for the necessary courses, and, pending successful completion of those courses, can expect to receive their diplomas or certificates at the end of the term. Once those courses have been completed successfully, students will be graduated. They will receive their diplomas or certificates through the U.S. Postal Service in three to four weeks after the end of the term.

Important points for graduating students to do during their last term:

- Check with an academic advisor to ensure their academic programs are correctly recorded.
- Check their Sinclair emails.
- Be sure the office of Registration & Student Records has their correct mailing addresses.

Student must earn a minimum of 33 semester credit hours of their academic program from Sinclair or must earn the last 20 semester credit hours of their academic program at Sinclair. Students interested in pursuing a second degree or certificate at Sinclair will need to file a Graduate Appeal in order to be considered for Financial Aid.

Academic Intervention, Probation, Dismissal

1. All students must maintain a minimum academic performance of at least a 2.0 GPA cumulatively (2.0 or greater).
2. Students will be placed on the following academic standards:
 - First semester below 2.0 GPA—Academic Intervention
 - Second consecutive semester below 2.0 GPA—Academic Probation
 - Third consecutive semester below 2.0 GPA—Academic Dismissal
3. Students will be returned to good academic standing when a cumulative GPA of 2.0 or greater is earned.
4. Students who are on academic intervention will receive correspondence that refers students to academic/faculty advisors, and Student Services for advising, academic assistance, and information on the impact on financial aid.

5. Students who are on academic probation must be seen by an academic/faculty advisor to:
 - a. register or add classes
 - b. receive additional support information or assistance.

Students whose semester GPA is 2.0 or greater, but whose cumulative GPA would cause them to be dismissed, will be granted an additional probationary period for each semester in which the semester GPA is 2.0 or greater.

NOTE: Financial aid considers all assigned grades when calculating cumulative grade point average for satisfactory academic progress evaluation.

Participation in Commencement

Students earning their associate degrees will be offered the opportunity to participate in Sinclair's annual commencement ceremony. This ceremony takes place in May. Participation in the commencement ceremony is limited to those students earning associate degrees.

Guarantees

Sinclair Guarantee—What happens after graduation? The Sinclair Guarantee of Graduate Quality gives graduates two guarantees they can count on:

- A guarantee of transfer credit for graduates receiving Associate of Arts and Associate of Science degrees at Sinclair Community College, for entering a university parallel/transfer program with confidence
- A guarantee of job competency for those who have obtained an Associate of Applied Science degree at the college and wish to enter a technical career program

This tuition-free education as described below constitutes the sole and exclusive remedy under the Sinclair Guarantee of Graduate Quality.

Guarantee of Transfer Credit (AA and AS Degrees)—For students thinking about pursuing a four-year degree, Sinclair Community College guarantees to its Associate of Arts and Associate of Science graduates, the transfer of course credits to those Ohio colleges or universities that have articulation agreements with Sinclair Community College.

The guarantee applies only to courses included in a written transfer/articulation plan that must be on file in the Provost office.

Limitations on the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution.

Cost of books, insurance, laboratory and activity fees, and other course related expenses are the responsibility of the graduates.

For details about the guarantee see an academic advisor.

Guarantee for Job Competency (AAS Degrees)

Graduates looking for a technical job should be sure to tell potential employers that they

are Sinclair graduates. Many of them know that Sinclair Community College guarantees appropriate technical job skills identified in the program outcomes for a specific degree to its Associate of Applied Science graduates. And, if the employer feels the graduates are lacking in technical job skills identified by the program outcomes for the specific degree program, the college will provide the graduates with up to nine (9) tuition free credit hours of additional training by Sinclair Community College, under the conditions of the guarantee policy.

The guarantee applies only to graduates employed on a full-time basis directly related to the area of program concentration as certified by the senior vice president and provost. Employment must commence within twelve (12) months of graduation.

Cost of books, insurance, uniforms, laboratory and activity fees, and other course related expenses are the responsibility of the graduates and/or the employers.

Special Conditions for the Job Competency Guarantee

The employer must:

- Certify in writing the employee is lacking job skills related directly to the degree's program outcomes.
- Specify areas of deficiency within six months of the initial employment.
- Develop a written educational plan for retraining the graduate in cooperation with the appropriate academic department at the college.
- Retraining will be limited to nine (9) semester hours of credit related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan, and must be completed within a calendar year from the time the educational plan is agreed upon.
- The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.

Late Registration

Students may register for open classes during Sinclair's official late registration period.

Students may not register for any course that already has met once.

- Late registration period is the week before each term begins. See the online class schedule for exact dates for each term.
- A non-refundable late fee of \$30.00 is charged for all late registrations except when adding a class when the students already have registered for the term.
- To audit a class, students register during late registration; there is no late fee charge. Register in person only.

Note: SinclairOnline classes are considered to have met as of midnight on the second day of the term.

Military Training

Sinclair evaluates military training according to the American Council on Education

recommendations. Contact the Registration & Student Records office for a list of official documentation that is acceptable for evaluation.

Policies

- Students must have applied for admission, been accepted at Sinclair, and paid fees.
- Students will receive credit only if Sinclair offers an equivalent course.
- Students who have received or transferred credit for a comparable college course, Sinclair will not award credit.
- Credit awarded is treated as transfer credit at Sinclair.
- Credits awarded as a result of military training do not apply toward the college residency requirements.

One Year Time Limit on Math Prerequisites

The following policy with regard to a time limit on math prerequisites applies to all courses taught in the Math (MAT) department and all MAT courses which list DEV 0026 as a course prerequisite.

Students registering for a Math (MAT) course are required to have completed the prerequisite course not more than one calendar year (four consecutive terms or three consecutive semesters) prior to the term for which they are registering. For example, if a student wants to register for MAT 1270, fall term 2012, the student must have completed the prerequisite course, DEV 0026 (or the equivalent), no earlier than fall term 2011.

Students whose prerequisites for math courses were completed more than one calendar year ago (four consecutive terms or three consecutive semesters) should see an academic advisor for assistance in registering for an MAT course.

Note: The One Year Time Limit on Math Prerequisites policy does NOT apply to MAT 1110, 1120 or 1130. Further, the policy does NOT apply to courses offered by other departments which list a mathematics prerequisite. For example, the policy does NOT apply to the mathematics prerequisite listed for CHE 1221.

Payment Plan

FACTS Tuition Payment Plan (available from Nelnet Business Solutions),

<http://facts.sinclair.edu>

FACTS is a payment plan offered to help students budget tuition costs. It automatically withdraws a non-refundable \$25 per term FACTS service fee, and the college tuition, from a credit card, checking account or savings account. This is not a loan program. There are no interest or finance charges. There is a maximum amount to qualify for the plan. Students are responsible to the college for all tuition and fees incurred as a result of registration. FACTS is only a convenient budget plan to assist students in managing their costs.

A deposit may be required. FACTS enrollment/payment dates for the current term are available at the Sinclair website.

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If the \$25 service fee is not available for withdrawal, by FACTS, from the students' banks or credit card, students cannot participate in the FACTS payment plan. Students not participating in the plan, must pay fees that are due on the collegewide payment dates printed in the current term's schedule. FACTS will charge a \$30 "returned payment fee" for each unsuccessful attempt to withdraw funds from the students' financial institution.

Prior to the college's published refund date, if a tuition payment cannot be withdrawn from the students' bank or credit card, the course registration will be in an "unpaid" status and subject to deregistration of classes. If a payment is not available from the students' financial institution after the refund date, the college may proceed with collection activity without further notice.

Enrollment is made online at <http://facts.sinclair.edu>. Students need the following information:

- The last seven digits located on the Tartan Card I.D. This is the student identification number.
- Name, address and email address of the person responsible for making the payments.
- A FACTS Access Code that students will create.
- If paying from a checking or savings account, students will need the bank name, telephone number, account number and routing number (located on their checks).
- If paying from a credit or debit card, students will need the card number and expiration date.

Personal Data

To change a name or address:

- Apply online at Web Advisor at <http://my.sinclair.edu>, or
- Complete a change of information form at the office of Registration & Student Records or at the Learning Centers.

To change a social security number, students must bring a copy of their card to Registration & Student Records or at the Learning Centers.

Veterans must report any change to the Veterans office, Room 10324.

A change of address does not automatically change residency for fee purposes. For that, students must file a separate application for a change of residency and show proof of eligibility at Registration & Student Records. For deadline dates, see Registration at www.sinclair.edu/services/registration; call (937) 512-3000 or 1-800-315-3000.

To change name, proper court documentation must be brought to Registration & Student Records or at the Learning Centers.

Prerequisites

Some beginning or advanced courses have prerequisites which are other courses that

must be successfully completed first. Many beginning classes require the placement test or completion of developmental courses before students may enroll in them.

Transfer and transient students who want to substitute courses completed at another institution for Sinclair prerequisites may bring an unofficial transcript or a grade card to an academic advisor for review. If the students wish to receive credit for those courses at Sinclair, they must have their transcript sent from their former institution to the Sinclair office of Registration & Student Records.

Prior Learning Assessment Programs

Advanced Placement (AP) Program—The College Board's Advanced Placement (AP) Program (<http://apcentral.collegeboard.com/apc/public/program/index.html>) offers high school students the opportunity to earn college credit by providing examinations in 35 introductory courses in 20 fields. Sinclair faculty have reviewed the AP exams and determined which Sinclair courses will be awarded. To have AP scores reported to Sinclair Community College, the school code is 1720. For AP exams taken in the past, contact the College Board at 888-225-5427 to request an official score report to be sent to Sinclair. Additional score reporting services are available at http://www.collegeboard.com/student/testing/ap/exgrd_rep.html.

1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam(s) successfully completed.
2. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values will vary depending on the academic discipline.

College Level Examination Program (CLEP)—The College Board (www.collegeboard.org/clep/) offers nationally standardized CLEP exams that may allow learners to earn college credit for knowledge acquired through on-the-job training, professional development, etc. CLEP exams are not given at Sinclair, but they are given at test sites in Dayton and across the nation. To have CLEP scores reported to Sinclair Community College, the school code is 1720. For CLEP exams completed in the past, contact the College Board for an official transcript.

DANTES Subject Specific Tests (DSST)—These nationally standardized exams (www.getcollegetcredit.com) may be equivalent to certain Sinclair courses. Most DSST (DANTES Standardized Subject Test) exams (except Principles of Public Speaking) can be given in electronic form at Sinclair. To have DSST scores reported to Sinclair Community College, the school code is 9309. For DSST exams completed in the past and not had your scores sent to Sinclair, contact Prometric (www.getcollegetcredit.com/downloads/TRNSCRPTDSST.pdf) for an official transcript.

American Council on Education (ACE)—ACE provides access to transcripts for several of its programs. If you have taken training through your employer or a specialized training provider that has been evaluated by ACE, in many cases ACE has established credit recommendations that can help you get that training translated into college credit.

ACE/CREDIT (non-military)—For ACE military evaluations, your ACE military transcript should be sent directly to the Registration and Student Records, and is

considered the same as transfer credit. Specific course equivalency is established by the department chair(s) responsible for the subject area requested. Additional information about the ACE/CREDIT programs, can be found at <http://www.acenet.edu/nationalguide/>.

Policies – AP, CLEP, DAN TES, and ACE

- Students must be officially admitted to Sinclair and have paid the appropriate admission application fee to have AP, CLEP, DAN TES and ACE course credits transcribed to his/her student record.
- Course credits will be recorded on the students' transcripts with a "Y" grade.
- Course credits earned via AP, CLEP, DAN TES, and ACE do not apply toward college residency requirements.

Sinclair Proficiency Examinations—A learner who can demonstrate knowledge and ability in a particular subject area may earn credit for specific Sinclair courses without enrolling in them. This is done by taking a proficiency examination or by demonstrating a level of skill evaluated by the appropriate academic department. For a list of courses available for proficiency exams, visit <http://cmt.sinclair.edu/reports/proficiency/dspResults.cfm>. The fee for testing varies from course to course.

Contact plaprograms@sinclair.edu for more information.

Policies—Proficiency Examinations

- A proficiency exam cannot be taken until a student is officially admitted to Sinclair Community College.
- Most proficiency exams require departmental approval.
- A student must have completed any course prerequisites before taking a proficiency exam.
- A proficiency exam can be taken only once for any course.
- A proficiency exam cannot be taken for a course in which you are currently registered.
- A grade of A, B, C, D or F will be awarded for proficiency exams; however, only an A, B, or C grade will be recorded on the student's transcript.
- Credits earned by proficiency exams do not apply toward the college residency requirements.
- Proficiency exam fees are non-refundable.
- Proficiency exam grades will be recorded on the student's transcript with a notation that clearly indicates grades were earned as a result of taking a proficiency exam. For example: A#.

Portfolio Based Evaluations—Sinclair recognizes that the classroom isn't the only place where learning occurs. Many students bring to Sinclair a wealth of learning experiences and knowledge they've gained from work, outside interests and life itself. A portfolio is a detailed summary of a student's individual learning experiences. It consists of a written description of experience, and most importantly, what learning was gained from the

experience. The document includes a brief life history; a statement of individual student goals; a description of the experiences and related learning, matched to courses listed in the Sinclair catalog; and supporting documentation.

To prepare the portfolio, students must enroll in PRL 1100, Prior Learning Portfolio Development. In this 2-credit-hour course, students work with a faculty member to create individual portfolios.

Once the portfolio has been completed, Sinclair faculty knowledgeable in the specific area of learning evaluate the portfolio for appropriate college credit and grades based on the demonstrated competency. The final grade will appear on the student's transcript. There is a \$45 fee assessed for each course submitted for evaluation.

Articulation Agreements (for Prior Learning Assessment)—Original documentation of training, including copies of licenses, certifications, or other credentials requiring passing an exam, or completion of a qualified high school program with college-level components, should be submitted to Prior Learning Assessment in the Academic Advising Center. If there is no current articulation agreement for the documentation being presented, it is up to the department chair to approve any course equivalency demonstrated by that documentation, on a case-by-case basis. Equivalent Sinclair courses that can be identified based on this documentation may be eligible to be added to your Sinclair record. These courses are not always transferable to other colleges, but they count toward fulfilling Sinclair graduation requirements.

Policies—Articulation Credit

- Students must be officially admitted to Sinclair and have paid the appropriate admission application fee to have articulated course credits transcribed to his/her student record.
- There is a processing fee of \$10 per course for each course applied to the student's transcript.
- Course credits will be recorded on the students' transcripts with a "Y" grade.
- Course credits earned via articulated credit do not apply toward college residency requirements.
- Articulated course credits are not always transferable to other colleges, but they count toward fulfilling Sinclair graduation requirements.

PSEO Class Policy

Sinclair Community College will review the final selection of college classes approved by the high school and may limit participation in any class based on such circumstances as extraordinary lab or technical fees, age, safety issues, excessive course load or academic probation.

Readmission Policy for Dismissed Students

Students who have been dismissed from Sinclair for academic reasons and want to

This catalog is meant to serve as a guide; official and current information is available at:

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be readmitted, must petition for readmission. The petition must be submitted to the academic advisor at least three weeks before the first day of classes for the term students want to enter. Only the division dean and division advisor can make exceptions to this requirement.

- A student who is dismissed for the first time: must remain out of school for a minimum of one term, including summer. (For example, if dismissal was at the end of fall term, the student cannot attend winter term, but may petition for readmission to spring term.)
- A student dismissed for a second time must remain out of school for one academic year (three terms).
- A student dismissed for the third time will not be readmitted to Sinclair unless there are documented, extenuating circumstances.
- Petitions for readmission are available from the student's academic advisor.

Veterans note: To re-establish veterans benefits, a student must bring a copy of the readmission petition to the Veterans officer, Dayton Campus, Room 10324, after readmission to the college.

Refund of Fees

- To receive a refund of fees, students must file the appropriate drop/add/withdraw form in the office of Registration & Student Records or through Web Advisor within the refund period, which is published online at registration.
- If students withdraw by the eighth calendar day from a full-term course (including Saturday and Sunday) of fall, spring and summer terms, a 100 percent refund check will be issued without further action by students (see refund check information at the end of this section). After that date, students will receive no refund for dropped classes. Different refund schedules apply for summer term, and for courses that have beginning and ending dates that do not correspond to the full-length term dates. For information, contact Registration & Student Records, Dayton Campus, Second Floor, Building 10, (937) 512-3000 or learning centers.
- If students withdraw after the eighth day of the term, they will not receive a refund of tuition or fees unless the withdrawal was due to exceptional circumstances such as a medical emergency. For consideration of the specific situation, students must submit a tuition refund appeal request to the Bursar's office, Second Floor, Building 10. Students may access this form through www.sinclair.edu/services/bursar/refunds/tr. Follow the steps accordingly. Financial aid may be affected. Please refer to *Returning Title IV*.
- If Sinclair Community College cancels the student's class, they will receive a 100 percent refund. Refunds are issued by check within 10 to 14 days after the close of the refund period. Checks will be mailed to the students' home address currently on file with the Registration & Student Records office.

Repeating a Course

A student may repeat a course for any reason. When a course is repeated, the most recent

grade will be used in calculating the cumulative grade point average (GPA) in place of the original grade. All grades will remain on the transcript even if they are not counted in the cumulative GPA.

There are some courses which will be counted in the cumulative GPA each time they are taken; the original grade is not replaced by the second one. Such courses are designated in the course descriptions with an “R.” If a student wants to have the previous grade in such a course replaced by a later grade, special arrangements must be made with the department chairperson.

Financial aid will only pay for one repetition of a passed course. For financial aid purposes, a “D” is considered passing.

Residency Rules

Residency status of each student is determined during the admissions process. Tuition surcharges to the student and college’s subsidy payments are based upon that decision. The definitions and rules used by all Ohio educational institutions are contained within the document entitled Ohio Board of Regents 3333-1-10, generically known as Rule 10.

Ohio Residency

A student who is a non-resident of Ohio must pay a tuition surcharge in addition to other fees. The following rules determine who can be considered an Ohio resident:

- To be considered a resident of Ohio a person must maintain residence in Ohio for 12 months, be qualified to vote in Ohio and to receive state welfare benefits, and be subject to tax liability under Section 5747.02 of the Ohio Revised Code. A person is not permitted to remain a resident of any other state or nation for any purpose within the time prescribed.
- A person who has established a place of residence in Ohio for the purpose of attending a college or university will be considered a non-resident for fee purposes.
- A person admitted to this country as a resident alien may establish Ohio residency in the same manner as any other non-resident.
- An alien admitted to this country on a student visa or other visas, which do not qualify the person to remain in this country on a permanent basis, will be considered a non-resident for fee purposes.

Within the above stated general rules, a student will be considered a resident for fee purposes if the student:

- Has resided in Ohio for at least 12 consecutive months immediately preceding enrollment and is not receiving, and has not received in that time period, financial support from persons or entities who are not residents of Ohio.
- Is a dependent student and at least one of his or her parents or legal guardians has been a resident for at least 12 consecutive months immediately preceding enrollment.
- Is living in Ohio and employed on a self-sustaining basis in Ohio, and is attending college on a part-time basis. The student’s spouse who is a full-time homemaker will

also be considered gainfully employed.

- Has a parent or spouse who has accepted full-time employment and has established a place of residence in the state of Ohio as of the first day of the term the student enrolls.

Specific Exceptions

The student, his or her dependents, and spouse are considered residents of Ohio if the person:

- Is on active duty in the armed forces of the United States and is stationed and resides in Ohio.
- Forever Buckeye extends the in-state resident tuition rate to any public or private Ohio high school graduate who leaves the state but returns to enroll in an undergraduate or graduate program at an Ohio college and also establishes residency in Ohio. The Forever Buckeyes provision of law removes the 12-month period of establishing domicile in Ohio before becoming eligible for in-state tuition rates.
- Is on active duty in the armed forces of the United States, and Ohio is the state of residence for legal purposes.
- Is transferred by his or her employer beyond the territorial limits of the 50 states of the United States and the District of Columbia, and Ohio is the state of residence for legal purposes.
- Has been employed as a migrant worker in Ohio and has worked in the state at least four months during each of the three years preceding the date of enrollment.

Montgomery County

A student who qualifies as a resident of Ohio, but does not qualify for Montgomery County residency, must pay an instructional surcharge in addition to other fees.

- The student must qualify as a resident of the state of Ohio in order to qualify as a resident of Montgomery County.
- A person who has established a place of residence in Montgomery County for the purpose of attending Sinclair will be considered a non-resident for fee purposes.
- A student who has been classified as a Montgomery County resident shall be considered to have lost his or her residency after he or she (or in the case of a minor), his or her parents or legal guardian move out of the county.

Within the above stated general rules, a student will be classified as a resident of Montgomery County for fee purposes if the student:

- Has resided in Montgomery County for at least 12 consecutive months immediately preceding enrollment at Sinclair, and is not receiving, and has not directly or indirectly received during that time financial support from persons or entities who are not residents of Montgomery County.
- Is a dependent student and at least one of his or her parents or legal guardians has been a resident of Montgomery County for at least 12 consecutive months preceding enrollment.

- Is gainfully employed on a self-sustaining basis and resides in Montgomery County and is enrolled on a part-time basis (less than 12 credit hours). The spouse who is a full-time homemaker will also be considered gainfully employed.
- Has a parent or spouse who has accepted full-time employment and has established a place of residence in Montgomery County as of the first day of the term the student enrolls.

Specific Exceptions

The student, his or her dependents, and spouse will be considered residents of Montgomery County if the person:

- Is on active duty in the armed forces of the United States and is assigned to Wright-Patterson Air Force Base.
- Entered active duty in the armed forces of the United States as a resident of Montgomery County and can provide proof of eligibility to vote in the county and intends to maintain Montgomery County as the legal residence.
- Has been employed as a migrant worker in Montgomery County and has worked in the county at least four months during each of the three years preceding the date he or she enrolled.

If a student has been classified as a non-resident of the State of Ohio or Montgomery County, he or she must apply for reclassification when the student meets the qualifications for residency. A change of address does not automatically change residency.

The student must present evidence to support the request for reclassification, including proof of place of residence, place of employment, and sources of financial support. If the student is reclassified from non-resident to resident of Ohio or Montgomery County, he or she will be eligible to pay the resident fees from the date of reclassification; the reclassification will not be retroactive to any previous term.

Information concerning residency, types of documents required, and residency forms are available at the Registration & Student Records office, Second Floor, Building 10. Requests for reclassification and supporting documents must be submitted prior to the deadline listed on the residency application.

Residency information obtained from the application for admission (more than the current address) will be used to determine residency for tuition purposes. If students feel they qualify as a State of Ohio or Montgomery County resident, contact the office of Registration & Student Records, (937) 512-3000, for specific policies, procedures, time frames, and required documentation.

Satisfactory Academic Progress for Financial Aid

Sinclair Community College students receiving federal financial aid are required to

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maintain Satisfactory Academic Progress (SAP) according to federal law. Academic records are reviewed for all students receiving federal financial aid or being considered for federal financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Stafford Loan Program (subsidized and unsubsidized)
- Federal Direct Parent PLUS Loan
- Other programs as determined by the Financial Aid & Scholarships office

The review of a student's SAP status is based on the entire academic record. The SAP status is monitored after each term's grades are posted. Being eligible to enroll in classes does not mean the student is maintaining SAP for federal financial aid.

Sinclair's SAP policy is explained below. The SAP policy is applied to all federal financial aid recipients regardless of whether they have received federal financial aid previously. Also, Sinclair's Fresh Start Policy has no bearing on the SAP Policy.

Students will be considered to be maintaining SAP if they: maintain the required cumulative grade point average, satisfactorily complete the necessary number of credit hours, or Pace of completion and will graduate within 150% of the credit hours required to complete the program of study.

Grade Point Average Requirement:

- Students must maintain a cumulative 2.0 grade point average.

Credit Hour Requirement or Pace of Completion:

- Students must successfully complete 67% or more of the credit hours attempted since the first term of enrollment at Sinclair Community College.
- Grades of A, B, C, D, Y, P and S will be considered successfully completed. Grades of N, W, F, U, I, IP and Z will be considered credit hours not successfully completed.

Maximum Timeframe to Complete the Program:

- Students must complete their program of study within 150% of the published length of the program as measured by credit hours attempted.

Additional Certificates/Degrees:

- Students can pursue an additional certificate and/or degree. No more than two degrees will be considered for federal aid purposes. Students must have their Academic Advisor complete a Graduate Appeal form so the Financial Aid office can determine how many credit hours are needed to complete the second program.

Change of Major/Program:

- Students may change their program of study. However, all credit hours attempted and grades earned will count toward the new program and be included in SAP

determination.

Transfer Credits:

- Transfer hours accepted by Sinclair Community College must be evaluated by an Academic Advisor. Students must have their Academic Advisor complete a Transfer Hour Appeal form to determine how many transfer hours count toward a student's program of study. These transfer hours will be used in calculating federal aid eligibility.

ESL Courses:

- English as a Second Language course work will count towards the student's timeframe and completion rate components of the SAP policy.

Remedial Courses:

- A student is limited to 45 credit hours of developmental course work while receiving federal financial aid. Federal financial aid programs will not cover any developmental courses taken after reaching the maximum 45 credit hour limit. Remedial course work will count towards the determination of the SAP policy.
- If a student has only ever enrolled in all DEV classes and passes all of their DEV classes with an S or a P, they will not be placed on warning.
- If a student does not pass all of their DEV classes, they will be placed on warning to earn a 2.0 Cum GPA and possibly earn a 67% completion rate in the next quarter enrolled. This includes students who earned an N, U or dropped the class with a W.

Repeated Courses:

- Students who have failed a class can repeat it and receive federal financial aid for the credit hours.
- Financial aid can pay for one repetition of a passed class.
- However, if a student has passed a class more than once and wants to take it a third time, they can repeat it, but the credit hours will not be used in determining the amount of federal financial aid they can receive. Students in this situation can learn more by contacting the Financial Aid & Scholarships office.
- A student may appeal a repeated course with identical course number but different course content. The course must be required for graduation in the student's valid active program as described in the course catalog.

Warning Status:

- After grades are posted for each term, a student's SAP status will be calculated. Students who fail to meet the SAP requirements will be placed on warning for one term. Students will receive written notification informing them of not meeting one or more of the minimum requirements.
 - A student who has not completed at least 67% of the total attempted hours, or is below the minimum 2.0 GPA for credit hours attempted, will be placed on warning. The student has one term to correct the deficiencies.

Suspension:

- If the warning requirements are not met, federal financial aid will be suspended.

Appeal Process:

- Students who fail to maintain satisfactory academic progress may appeal the suspension of federal financial aid if they feel they have extenuating circumstances. These circumstances must be documented and submitted with the appeal which will be reviewed along with academic transcripts by the Financial Aid Appeals Committee. The committee will also consider appeals for students pursuing additional degrees or certificates.
 - Appealable circumstances include: The student's illness or injury, the death of a relative or other special circumstances.
 - Appeals must include an explanation of why satisfactory academic progress was not made and what has changed that will allow the student to make satisfactory academic progress the next term.
 - The student must provide supporting documentation concerning their appealable circumstance and their explanation of what has changed. Additional documentation may be requested in order to evaluate the appeal.
- Appeals are currently reviewed the 2nd Tuesday of every month and appeals are due in the Financial Aid Office on the first Friday of the month. Therefore, if you plan to attend the term, you must be prepared to pay your tuition, fees and books by the payment deadline date. The FACTS Payment Plan is an option for paying your tuition and fees.
- Students will be notified by letter of the decision by the Appeals Committee. All decisions of the Appeals Committee are final.
- If a student's appeal is approved, it will be effective for the current term if a student registered. Students may be reimbursed up to the amount of the accepted awards, if any. Otherwise, the appeal will be effective for the following term. Once the appeal term is determined, it will not be changed.
- If a student changes their valid active program after they have an approved appeal and before they have met the conditions of their appeal, their aid will be suspended.

Procedures for Reestablishing Satisfactory Academic Progress:

- Students may regain eligibility for federal financial aid by approval of an appeal or;
- Successfully completing the requirements originally requested under the warning status. Students must notify the Financial Aid & Scholarships office when they believe they have met the requirements necessary for reinstatement of aid.

Scholarships

Sinclair Community College offers a variety of scholarship opportunities for students. Scholarships are available to recent high school graduates, new students, current students and returning students.

Sinclair's Institutional Scholarships are available to high school graduates, new students, current students, and returning students and range from \$600 - \$1,800 per year.

Students who have no federal and/or state grant eligibility will automatically be considered for an Access Grant or Book Scholarship when their financial aid file is complete provided funds are still available. Students must have at least a 2.0 cumulative GPA or be a new student at Sinclair. Students who are awarded an Access Grant or Book Scholarship are not eligible for any of the other institutional scholarships. Students are only eligible for one institutional scholarship per academic year.

If students have little or no federal and/or state grant eligibility and have not been awarded an Access Grant or Book Scholarship, they may submit an application once their financial aid file is complete.

High School Scholarships—Sinclair offers a variety of scholarships to new students based on high school academic performance. Sinclair is proud to award a generous amount of scholarships to incoming students each year. These scholarships are available during the school year immediately following high school graduation and range from \$900 - \$1,800 per year.

Foundation Scholarships—The Sinclair Community College Foundation annually funds scholarships through endowment earnings and cash gifts to the college. Scholarships are available to currently enrolled Sinclair students, graduating high school seniors, and adults entering college for the first time. Many scholarships are not based on financial need but consider other criteria such as field of study, academic achievement, creativity, leadership or community service.

External Scholarships—Several scholarships are awarded by agencies and clubs and organizations outside of Sinclair. A student is encouraged to periodically check the Scholarship Information and Applications under the Financial Aid website for additional information.

Athletic Scholarships—The Physical Education department controls all athletic scholarship awards. Decisions and scholarship offers are made by individual coaches and endorsed by the athletic director. The Financial Aid & Scholarships office is notified to credit an award to the student's account. Any changes made to athletic awards must be received, in writing, from the athletic director.

State Scholarships —A variety of state scholarships are also available. Visit www.sinclair.edu/services/finaid for more information.

Visit www.sinclair.edu/services/finaid/scholarships for additional scholarship information including application and selection details.

Selective Service Fees

Ohio law requires that all males who are not in compliance with the federal Selective Service laws pay out-of-state fees. All males who are 18 through 25 years of age must be registered with Selective Service. Men who are on active duty in the U.S. military

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service are exempt. Students who are not in compliance will be assessed out-of-state fees and, if the fees are not paid within the specified period, the students will be withdrawn from all classes. Students may register at any U.S. post office or at www.sss.gov. For information concerning status, call 1-708-688-2576, Monday-Friday, 8:30 a.m.-6:45 p.m.

Sexual Harassment Policy

It is the policy of Sinclair Community College to maintain an environment free from discrimination. Sexual harassment is a form of discrimination and may be a violation of Title IX of the Civil Rights Act of 1964. Accordingly, sexual harassment is hereby prohibited.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under certain conditions.

Inquiries and complaints concerning this policy should be referred to the Equal Opportunity Officer who coordinates Title IX (discrimination on the basis of sex). Complaints by students should be referred to: Title IX Coordinator (Student Complaints), Diversity Officer, 444 West Third Street, Room 7342, Dayton, Ohio 45402-1460, (937) 512-4294.

Smoking Policy

In 1988 the Sinclair Board of Trustees, upon the recommendation of a campus wide committee, adopted a smoking policy that prohibits smoking in designated locations on the Dayton Campus. Because of the continued concerns about the health and comfort of the Sinclair community, the committee, faculty, staff and student groups recommended in 1993 that Sinclair's Dayton Campus is smoke free.

The state released detailed directives regarding the non-smoking law. Sinclair has designated smoking areas as listed below. Designated smoking area signs and outside ashtrays can be found at these locations. Note: smoking is restricted to the area immediately adjacent (within 10 feet) of the ashtray.

The following areas are designated smoking areas and have specially marked signage:

- Building 2, southwest steps under the overhang
- Building 5, west side between Buildings 5 and 8
- Building 7, in the north terrace area in the Tartan Marketplace
- Building 7, south entrance on either side of the building
- In the center of the main plaza
- Building 8, entrance south side of plaza
- Building 10, north steps on east end
- Building 12, west plaza facing the main campus
- Building 12, southeast plaza facing Perry Street
- Building 13, west under the pedestrian bridge

- Building 14, east plaza facing Perry Street
- Building 16, near the air unit fencing
- Building 19, on Wilkinson Street north at the alley
- Building 20, near the art display
- Building 20, southeast plaza facing the Great Miami River
- Parking Lot A, first floor, behind the PMI office

Anyone smoking may also use any public sidewalk adjacent to Sinclair property.

Student Private Loans

Sinclair provides information about private lenders who qualify to provide private loans to community college students who do not qualify for federal loan programs or who need additional financial assistance to meet educational expenses.

These are student loans offered by private companies. They are not guaranteed by the Federal Government. Private loans are meant to help students cover education costs not met by other forms of financial aid. It is recommended that students take full advantage of all government loans available to them before considering a supplemental private loan.

The Tartan Card

The Tartan Card, proof of student status, is required to use college services or participate in college sponsored activities. The card electronically stores information about the students' enrollment status.

Card readers located on Sinclair campuses scan the information and provide access for such transactions as checking out materials in the Library, using the PAC, and parking facilities. Money put on the student account via the Tartan Card can also pay for various campus services such as books, food, parking and copier use—so the students don't have to carry cash. On campus, money can be put on cards at transfer stations (the Dayton Campus, Buildings 4, 7, 8, 11, 13), or online at www.sinclair.edu.

The Bursar office has a \$10 minimum deposit requirement at the Cashier's window. Students wanting to deposit less than \$10 must use the VTS machines, Café registers or the Online Card office. Money cannot be withdrawn from a Tartan Card after the deposit is made. Money may only be taken off the card upon termination of the card and by filling out a Tartan Closure form at the Bursar office, or online under the refund information on the Bursar office pages. The Tartan Closures are processed at the end of each term. A check minus \$10 closing fee will be mailed to the students.

To avoid possible lines, the preferred method to put money on the Tartan Card is via the website at www.sinclair.edu. Click on Current Student, Tartan Card under menu, then click on Click Here to go to Online Card Office.

To get the first Tartan Card at no charge, present a fee bill and another photo I.D. to Registration & Student Records, Dayton Campus, Second Floor, Building 10 or at the Learning Centers. The Tartan Card does not expire, but if the card is lost or stolen, there is a fee for replacement. Through the card, enrollment information is automatically downloaded

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within 24 hours after registering for classes.

Tartan Card Advantages

Discounts apply to currently registered students.

- Currently enrolled students may pay the student parking rate of \$1 when paying with their tartan card.
- 5 percent discount on all food purchases
- 10 percent discount on selected gifts at Bookstore
- 50 percent discount on photocopies in Library

Transcripts

For official transcripts of academic work completed at Sinclair, choose from these methods:

- Online—For the quickest way to order transcripts, visit www.sinclair.edu/services/registration. Transcripts ordered online will be produced and sent in one to two (1-2) business days.
- Mail—Mail the transcript request found on the Sinclair web page to the office of Registration & Student Records. Include the student I.D. number, birth date, the term last attended at Sinclair, legal signature, day time telephone number, and payment. Cost is \$5.00 per mailed transcript. Transcripts ordered by mail will be produced and mailed in five business days.
- Payment for transcripts can also be made at the Bursar office or at the learning centers
- A financial hold on your student account will prevent you from receiving transcripts.

Verification Process for FAFSA

The federal government may ask Sinclair to verify the accuracy of the students' FAFSA application. If students are selected for verification, they will receive an email from the college, asking for documentation to support the information reported on the FAFSA

application.

Follow these steps:

1. Gather all paperwork or documents that the verification email requests. It may include:
 - Student Federal Tax Return Transcript (actual tax forms can no longer be accepted)
 - Student W2 or wage transcript
 - Parent Federal Tax Return Transcript (actual tax forms can no longer be accepted)
 - Parent W2 or wage transcript
 - Verification Worksheet
 - Verification of untaxed income such as child support, disability, SNAP benefits, etc...
 - Proof of number of family members in the household
 - Additional documentation as requested
2. Submit all requested information to the Financial Aid & Scholarships office.
3. Sometimes students will be asked for additional documentation after submitting preliminary documents. Students should submit any additional documents as quickly as possible.
4. To obtain a copy of a Tax Return Transcript go to www.irs.gov then click on “Order a Return or Account Transcript”, call (800) 908 -9946 or submit a Form 4506T which is available in the Financial Aid office and on the IRS website. The “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript” should be requested. If an amended tax return was filed, then both will be required

Sinclair will not be able to award any federal financial aid as well as some state and institutional scholarship aid until all requested information has been submitted to the college and verified by the Financial Aid & Scholarships office.

Waitlisting

An upgrade to registration allows students to electronically “wait in line” for the next available seat. As a vacancy becomes available, the next students on the waiting list will be automatically registered for the section. The students will then be notified via their my.sinclair.edu email address that they have been registered for the course section.

By placing his or her name on the waiting list a student is agreeing that he or she is financially obligated to pay for the courses. Tuition must be paid and follow the tuition payment schedule at www.sinclair.edu/services/registration.

Students will be able to add themselves to the waitlists up through 5:00 p.m. on the Monday of late registration. For the current term’s drop and withdraw dates, check www.sinclair.edu/services/registration/dates.

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