



DAVIS
APPLIED
TECHNOLOGY
COLLEGE

A UCAT CAMPUS

STUDENT HANDBOOK
2008-2009

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Welcome to Davis Applied Technology College

Welcome to Davis Applied Technology College and thank you for selecting us for your technical education. Our open entry/open exit technical programs provide you an opportunity to learn new skills and become more competitive in the job market in a comparatively short period of time. Our competency-based learning environment encourages you by applying your related skills and knowledge to your training program

This handbook provides quick access to information to help you understand how our training programs work, what services and activities are available, what your rights and responsibilities are, and other useful information.

Acknowledgements

This handbook represents the collective work of the Student Services Team with layout and design by Danna Asay.

Information Disclaimer

Information contained in this edition of the Davis Applied Technology College Student Handbook is, to the best knowledge of the DATC, correct at the time of publication. The DATC reserves the right to cancel or change any information contained in this publication without notice.

Student Services

Student Services is the hub of student activity and is located on the main level of the Kaysville Campus. Students can obtain information about programs, admissions, registration, testing, counseling, financial aid, student ID's, certificates, degrees, and transcripts in Student Services.

Student Services is open from 7:30am to 7:00pm Mondays through Thursday and 7:30am to 3:00pm on Fridays. Below is a reference guide for services frequently requested:

Customer Services	593-2332
Registration	593-2312
Counseling	593-2314 or 2329
Assessment	593-2336
Financial Aid	593-2516
International Students	593-2362

Admissions & Registration

You begin your enrollment by applying on line at the DATC website, www.datc.edu. When you submit your electronic application, you will be given a confirmation number on screen. Write this number down and present it to the Cashier when you pay your \$40 (non-refundable registration fee). You'll be given an enrollment packet which will contain detailed instructions on completing your

Registration will include an assessment of your basic academic skills. If you need to upgrade any basic skills area, we can help you accomplish that, often while enrolled in your technical program of choice. If you have transcripts from another post-secondary institution, or a degree, please bring the information with you so we can review it to see if some or all of the admissions requirements can be waived. Detailed information on this process can be found in the enrollment packet.

A member of the Student Services staff will discuss your assessments, transcripts, training interests, class schedule, starting date, and your training plan. You may also want to apply for financial aid or scholarships prior to starting your training. If you are sponsored by an agency, a business or your employer, the Cashier can also help you with payment arrangements.

Assessment Center

The DATC provides assessment services through the Regional Assessment Center. Career exploration is also offered at the Assessment Center. This is done with the support of an Applied Technology Counselor who can guide you through the process of career decision-making. Other services in the Assessment Center include but are not limited to:

- GED testing
- Test proctoring for local companies
- Industry certification testing (such as Certified Nurse Assistant and Information Technology certificates)
- Compass placement testing
- National certification testing for medical and dental assistants.

Some of these services require an appointment however, admissions testing, can be done on a walk-in basis, usually on Mondays, Tuesdays and Thursdays. Visit Student Services for information on testing hours or call at 593-2332 or 593-2336.

Counseling

The College offers career and program counseling and student support services through our Applied Technology Counseling team. Counselors work with local school districts, agencies, other colleges, and community partners to keep lines of communication open to access training and to coordinate services. Counselors are involved in assisting students to address problems that may be barriers to their ability to continue successfully in their technical programs. Counselors work with students, staff and faculty to create greater opportunities for students of all backgrounds and interests and to promote the goals of diversity and multi-cultural awareness. The Customer Service staff and/or your instructors can tell you who your program counselor is. Take the time to learn more about activities planned for the year including service learning and student leadership.

Services to Students with Disabilities

Student Services and the College Disability Services staff provide accommodations and support to assist students with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College supports the registration of all qualified persons with a disability. The College does not exclude or deny access to the benefits of any program, service or activity sponsored by the College to any students solely on the basis of disability.

Students interested in applying for these accommodations should meet with a counselor located in the Student Services office. While no specialized curriculum is offered, it is the role of the College Student Services to coordinate services and resources to qualifying students. The first step for a student seeking services is to complete an application for accommodations then meet with your Counselor.

Frequently Asked Questions from Students with Disabilities:

Q: What does the application process require of me?

A: You will be asked to provide information about your disability. You will be asked to provide documentation that includes a diagnosis of a disability that is age appropriate (this tells the Counselor about your current level of functioning) and lists specifically how functions are limited and specific recommendations for accommodations. The documentation required must be conducted by a licensed professional such as a medical doctor, psychologist or other qualified diagnostician.

Q: I have an IEP (Individualized Education Plan) that was used in high school. Will that provide what is required for documentation in my post-secondary program?

A: No. While the IEP may help identify what services were provided in high school, and it provides a record of your disability, it is not enough to meet the requirements of your post-secondary institution. A helpful article for students preparing for post-secondary education was prepared by the Office of Civil Rights and is available on the OCR website at <http://www.ed.gov/about/offices/list/ocr/transition.html>

Q: Who is responsible for paying for evaluations or re-evaluations of my disability?

A: The student is responsible to provide verification of disability and to pay for evaluations. If a student is working with a rehabilitation agency, he/she should request that the information regarding diagnosis, functional limitations and appropriate recommendations for accommodations be provided, if possible, through that agency.

Q: What types of services might be offered to students with disabilities?

A: A variety of services appropriate for qualifying disabilities may include, but are not limited to:

- Appropriate classroom adaptations or accommodations
- Note takers or readers
- Testing accommodations

- Taped textbooks
- Braille or large print materials
- Specialized equipment like screen reading software, screen enlargements, etc.
- Sign language interpreter services
- Study skills, test taking strategy, and learning style classes
- Specialized software
- Campus counseling and referral to community services
- Other services

Q: Whom do I talk to if I think I am being discriminated against?

A: If you feel that you are being discriminated against, for any reason, and you cannot resolve your concerns immediately through self-advocacy in your training environment, you are encouraged to see a member of the College Counseling Team in Student Services. You can ask to see your program Counselor or the first Counselor available to review your concerns and talk about what to do. If your informal efforts to resolve your concerns are not working out, you can talk to your Counselor about the Student Grievance Policy. You may prefer to talk to a Director of Programs (in the Training Division) or the Director of Student Affairs (in Student Services) about your concerns. Students may also wish to contact the Office of Civil Rights if they cannot resolve their concerns on campus (see page 4).

Financial Aid & Scholarships

The College offers Federal Financial Aid through Pell Grants, Federal Supplemental Education Opportunity Grant (FSEOG) and other grants, work-study and a wide range of scholarships provided through the generous contributions of College partners and organizations. Student Loan programs are not offered at the College.

Students can apply year-round for Federal Financial Aid or available scholarships. Students should apply on-line at www.fafsa.ed.gov for Federal grants using the "Free Application for Federal Student Aid" application. If a student is receiving federal financial aid, they will need to apply each year for financial aid. More information about this is available through the College Financial Aid office.

As a student receiving financial aid, you should be aware of how your progress and attendance (student performance) impacts your continued financial aid eligibility. Students are responsible for monitoring their aid eligibility. Counselors and financial aid staff are available to discuss your concerns and questions. The Financial Aid and Scholarships office is open days and some evenings. Call 593-2516 for information.

Veterans Affairs Services

Veterans seeking eligibility services for technical education should apply on line at www.gibill.va.gov or contact your local Veterans Affairs office. The Financial Aid office provides enrollment verification services to the Veterans Affairs office. You may call the College Veteran's representative at 593-2482 for more information.

Student Records

The Registration Specialist is responsible for preparing transcripts in response to a student's signed request. Certificates and diplomas are also prepared for students who have completed their program and are ready to graduate. You can find the appropriate forms to request these services in Student Services. This office is also responsible for records archiving and sending reports to district high schools.

Graduation

When you have completed your required courses and your Instructors have signed off on your courses on your completion form or training plan, you can apply to graduate and to receive your certificate or degree from the College. Some programs receive a UCAT Associate of Applied Technology Degree. Certificates offered are UCAT Certificates of Completion and Davis Applied Technology College Certificates of Proficiency. A nominal application fee is required for most certificates, see Student Services for details. Applications for certificates are available in Student Services. The application describes the information and signatures that are needed in order to process your application.

Graduating students receive an invitation to attend the College Graduation Ceremony that is conducted at various times each year for the students and their families. Information regarding the next ceremony will be mailed to graduating students.

Confidentiality of Student Information

All College is responsible for maintaining the confidentiality of each student's educational records and for protecting the privacy rights of all students in compliance with the Family Education Rights and Privacy Act (FERPA) of 1973 (as amended).

As a student, you have the right to:

- Inspect your educational record and request amendments,
- Consent to disclosures of your non-directory information,
- File a complaint with the US Department of Education concerning alleged failures by the College to comply with FERPA requirements.

The College is permitted to release directory information without a student's consent. This is stated on the College online application form. A list of what kind of information this includes is also listed on the application. Directory information includes:

- Name
- Address
- Telephone number
- Date and place of birth
- Program of study
- Dates of attendance & registration
- Certificates/diplomas/degrees awarded
- Honors received
- Activities participation
- Photos for publicity

Students who do not want directory information released should see the Customer Services Representatives in Student Services. If you have any questions about the information in your student record or about your rights under FERPA, talk to your Counselor in Student Services. FERPA 34C.F.R., Part 99 Subpart D provides that certain governmental institutions may have access to student records without student consent.

In accordance with FERPA regulations, the College may agree, but is not required, to release information in the student's educational record to parents of depending children (high school students) attending the College if the student is receiving high school credit for hours completed in a College program. See your counselor for more information regarding FERPA.

You may request in writing with your signature permission for someone to access information in your student educational record. Your permission to release information should include specific descriptions of

the records to be released, the purpose of release, and to whom the information should be released. This is typically held in your student record for one year, after which time you must renew your authorization to release information in writing again.

Faculty Advising

Your faculty members are prepared to assist you by providing program advising and mentoring. These services are designed to enhance your opportunities for success as you prepare for your future employment. They know what courses are required and how these courses are evaluated for successful completion and graduation. They can work with you to review and document your course completions on worksheets prepared for each technical program. If you have met course requirements through other post-secondary education, you will be asked to bring transcripts and other verifying information about those courses to the faculty member to be evaluated for part or full completion credit. In a competency based program, your Instructors will help you achieve your training goals individually and in reasonable time frames. Your Faculty Advisor will help you understand the College progress standard and will work with you toward maintaining satisfactory performance in your technical program. If you wish to make a "program transfer" to another College Program, the faculty advisor will refer you to Student Services for assistance to withdraw from your program and establish a new training plan. You will not be charged a re-enrollment to transfer to another DATC program.

Faculty members will provide students with information through Classroom Disclosures, which help students understand how courses are structured and managed. **If you are a student with a disability, be sure to see Student Services to arrange for reasonable accommodations before you ask for them in the classroom.** Faculty members rely on Student Services to qualify students for accommodations in order to ensure that students are given fair and equal opportunities in the training environment.

Partnerships on Campus

The College has a close partnership with the Department of Workforce Services (DWS). Representatives from DWS are active members of the Student Services Advisory Team. A member of the DWS Clearfield office staff is located in Student Services to help all interested students with Workforce Services registration, information about DWS services and eligibility. **You can reach the DWS office on our campus at 593-2442.**

Our relationship with local school districts ensures that information is shared and training options are accessible to all eligible high school students. A Mountain High School/Davis District student coordinator is located in Student Services and can be reached at 593-2335. The Davis District Transition Services office on campus, provides technical tutoring and other program services to high school students with disabilities.

The College has partnered with the Davis District Adult Community Education program for many years. Adult Education offers classes on the College campus in English as a Second Language, High School Completion, and GED Preparation. Classes are offered days and evenings year round. You can contact Adult Education at 402-0720. They can help you obtain your high school transcript and evaluate your course information to determine how many credits you need to graduate with an adult high school diploma. Many College programs have been reviewed and evaluated by Davis District Adult Education and may be used to satisfy some of the hours required to complete an Adult High School Diploma.

The College partners with employers and other educational institutions to bring training opportunities to students. Some of these partners include Hill Air Force Base, Weber State University, and Utah State University.

Student Rights and Responsibilities

Managing your Technical Program

When you registered, you probably talked to a Counselor or Registration Technician who explained how to keep track of your program progress. You can work with your Instructors and your Counselor to set goals for completing your College program.

- Select a class schedule that will allow you to finish your program as soon as possible. For example, if you're attending part time, 15 hours per week, and you want to finish a business program with Core Courses plus electives (a total of 990 hours), you would finish in about 16.5 months if your attendance and progress are at high enough levels.
 1. Is this realistic for you and will that meet your life and employment goals?
 2. Would it be possible to attend more hours per week and plan to finish in less than 16.5 months?
- Enroll, for example, into a program with some relevant experience that might help accelerate your progress through some of the required courses?
- Think about these details and get advice during registration and when working with your teachers.
- Your technical program is a "competency based" program. This means that when you demonstrate competency in all of the skills areas required, your Instructor will give you credit for completing your course. If, for example, an Industrial Mechanics course is set at 90 clock hours and you finish in 80, you receive 90 clock hours on your plan, which contributes to your % of progress total.
- Bring transcripts showing coursework completed at another post-secondary institution to request an evaluation by your Instructor. This may result in receiving credit for completion from a course evaluated as equivalent to your College course requirements. Having this benefit may help you finish your program earlier than the standard time designated.
- See your program Counselor in Student Services or talk to your Instructor if you need more guidance to understand program progress.

Students can access progress and attendance reports through Student Services. Students are responsible for providing caseworkers or other authorized counselors or representatives with updated performance reports if they are requested.

If your attendance or progress is low, work with your Counselor to address any issues and barriers that are affecting your program performance. We want you succeed and we want to work with you to help you reach your goals. Your Counselor is available to talk to you about options and to provide you with helpful ideas.

College Standards for Satisfactory Performance

College Progress Standard

All competency-based programs contain courses that list in clock hours, the time required to finish. When you finish a course, the hours are recorded on your training plan. When you divide the hours recorded for a completed course with the total hours you've been enrolled, you will get a percent of progress (completion) level. For example, if you were enrolled for 425 hours and you have a total of 350 standard clock hours of completion on your record, your progress percentage is 82%.

The College requires a minimum of 67% progress for satisfactory performance. As the example above demonstrates, if you continue to work steadily to finish your courses within reasonable time periods, you will be able to maintain satisfactory performance and you'll achieve your program goals. Remember, a

low level of progress or attendance may impact your continued financial aid eligibility. It certainly affects how soon you will be able to complete your program.

College Attendance Standard

We try to work with students by providing counseling services to those having a difficult time attending consistently. Counselors may recommend appropriate schedule changes that may be more compatible with your life commitments. Scheduling options are usually very flexible at the College. **Generally, schedule changes must be done the day before the effective date.**

If you manage your schedule and attendance successfully, you will have greater success in your technical program. The College must withdraw you if you have been absent for ten (10) consecutive days or if you fail to pay your tuition before the 10th of the month. Re-enrollment after any withdrawal requires payment of a re-enrollment fee.

Academic Development Services

Developing your technical skills for employment is important. We want you to be able to express yourself successfully verbally and in writing. Writing, language, and math development classes are options for students through the Academic Development Department.

How you represent yourself in an interview and how you are able to express ideas and communicate on the job will help you succeed. For this reason, courses in Job Seeking Skills and Workplace Relations are included in your certificate and degree programs. Students who have superior skills in these areas are able to work with their Instructors to test out or move rapidly through these courses.

Student Life on Campus

Bookstore

The College Bookstore has textbooks and curriculum materials required by all College programs. School supplies, clothing, class and office supplies, snacks and drinks are available in the Bookstore, which is open from 7:30am to 7:30pm Monday through Thursdays and 7:30am to 3:30pm on Fridays. Students should contact Bookstore staff for information on return policies. Purchases of numbered curriculum materials are final and may not be returned.

Student ID Cards

All active registered students can receive a College picture ID card. Come in to Student Services and request your ID card whenever you like within business hours. Student ID cards can be made almost anytime upon request.

Background Checks

Some training programs require students to undergo criminal background checks. For student convenience, these are available on campus through Student Services. For an appointment and information on the required fees, please call 593-2332.

Bus Passes

Currently active students are eligible to receive a UTA Ed Pass for a nominal fee. This pass allows free access to UTA bus services except Ski or Para-transit service year round. The Ed Pass card benefit includes all TRAX service. If you are a student with a disability who uses Para-transit, you can inquire about bus pass benefits by talking to a Customer Service Representative in Student Services.

On-Line Tuition Payment/Student Portal

On-line tuition payment is available through the Student Portal. Payments can be made using a VISA, Master Card, Discover card or e-check.

To access the portal go to <http://portal.datc.edu/portal>

Your username is your Student ID number.

Your temporary password is your birthday and initials. For example, if your name is Jane Smith and your birthday is May 9, 1995, then your password is 19550509JS.

Once you have logged in with your temporary password, you should follow the steps below to change your password:

1. Select 'Settings'
2. Select 'Account Settings'
3. Select 'Change Password'

To make an on-line payment:

1. Log-in to the Student Portal
2. Select 'On-line Payment'
3. Enter payment information
4. Click 'Submit Payment'

Additional services may be available through the student portal. Log-in to see all of the available services.

Parking

Parking is provided free on campus and requires no passes or stickers. Please park only in designated parking areas. Parking illegally in disabled parking areas or parking in non-designated areas may result in a ticket and/or towing by Kaysville City.

Smoking, Use of Controlled Substances and Other Restricted Items and Activities

Utah law requires the College to limit smoking to designated smoking areas. Law also restricts minors from using tobacco products. Students or others who violate these laws may be subject to ticketing by Kaysville City and any applicable legal action. The use, purchase, sale, distribution, or possession of alcohol or other controlled substances is unlawful.

The College has specific restrictions regarding weapons, violence on campus, and the use of skateboards, skates or bicycles. See the College catalog for information regarding these restrictions. These and other College rules will be covered in the Student Orientation. You may request copies of policies regarding these regulations. Violations of these rules may result in dismissal or other disciplinary action including legal action. Students should focus on the behaviors and activities that help keep the learning process positive for everyone. If you have any questions about these policies, talk to your Instructors or Counselors.

Childcare

Students may apply for child care services at the Family Enrichment Center located at 320 South 500 East, just west of the campus. Head Start services are available to students who are financially eligible. There are additional limited slots for day care for DATC students at the Family Enrichment Center or Canyon Heights location (just north of our west side parking area), for infants and toddlers. Please visit the Family Enrichment Center for more information and an application or contact them at 402-7309. If you are not eligible for Head Start childcare, you will be referred to a state funded childcare service. Head Start has agreed to reserve some slots for College students, and you can ask if one of those might be available as well.

Children on Campus & in Classrooms

The College policy does not allow young children to be on campus without supervision. Children are also not allowed to be in classrooms or lab areas. The College does not allow anyone -- children or adults -- to be in training areas unless they are registered or are otherwise authorized to be there. This is a safety issue for students, instructors, and parents. Having children in classes is also a distraction from the learning process. Please make arrangements to have your children cared for off-campus while you are scheduled to be in your training program.

Cafeteria & Food Services

The College cafeteria is a training facility where excellent meals and short order foods are prepared daily on campus. Breakfasts, lunches and pre-prepared dinner items are available for purchase at reasonable prices. Snack foods, cereals, fruit, candies, etc., are also available in the cafeteria. Snacks, drinks and candy may also be purchased at the College Bookstore.

Cosmetology

The Cosmetology program provides a full range of Cosmetology services at a significantly reduced cost. The services include nails, manicures, pedicures, and most commonly available hair services. All work is performed by students under instructor supervision. Clients can schedule appointments at the Cosmetology Reception Desk.

Library

The College Library is a quiet place for students to do research, writing, and studying when they are not scheduled to be in classes. It features an on line library that can provide a wide range of resources through internet connected computers. It is open during daytime hours.

Safety

The Crisis Intervention Team (CIT) includes nurses, counselors, and other staff who are ready to help in case of a health or environmental occurrence that requires intervention. If you witness an incident that appears to need the assistance of the CIT, go to any classroom or office location and let someone know that help is needed.

Extra emphasis is placed on safety for all persons on the College campus and in all College programs. Program curriculum has a "safety first" focus related to job related operations. College policies that prohibit the use of illegal or controlled substances on campus are concerned with the safety of all persons at the College. It is important that students consider safety to be a priority.

Tuition & Fees

Students pay tuition at the start of each month. The tuition is based on scheduled hours, not attended hours.

- An adult who starts a program after the beginning of the month is charged only for the remaining portion of the month. A monthly class fee is included as part of the total tuition charged each month.
- Tuition paid after your first scheduled day of the month, whether you self pay or have a sponsor will be charged a late fee.
- Tuition not paid by the 10th of the month will cause you to be withdrawn for non-payment. You will still be responsible for the tuition assessed through the withdrawal date.
- High school students referred by their high school Career Technology Coordinator (CTE) or who have proof of high school registration may attend tuition free, but are required pay a semester fee and course fees including textbooks in most programs. Ask Student Services or your high school Counselor to let you know who the CTE Coordinator is at your high school.
- Students need to pay for other course fees, textbooks and supplies. These are listed in the College Tuition Sheet available in Student Services and at the Cashier window. Additional costs are listed in course disclosures your Instructor supplied..
- Non-resident tuition is charged at 3.5 times the regular tuition amount. Students who are classified as non-residents can apply for residency through Student Services.
- The tuition refund policy is different for open entry programs and other types of programs and can be found in the catalog or at the Cashier window. The form of the refund varies

depending on the type of payment received. If refunds are given by check, please allow 10 working days for the check to be prepared for you.

- Tuition refunds are generally provided to students completing or withdrawing prior to the end of the month.

See the Cashier or Student Services for details on tuition and fees.

Mission & Vision Statement

PHILOSOPHY “We Change Lives.”

VISION Our vision is recognition regionally, nationally and internationally, for our unique approach and significant contributions to technical training, educational advancement, and economic development.

MISSION STATEMENT We are a trusted learning community embracing technical education to promote economic growth and student development.

VALUES

Diversity

We value students, faculty and staff as individuals and empower them through respect and equitable treatment. We celebrate personal, cultural, and ethnic diversity.

Affordability and Flexibility

We take pride in cost-effective training and flexible scheduling that allows students to prepare for careers or update skills.

Training

We promote career and educational pathways by providing hands-on, competency-based training. Our curriculum reflects the most recent technological and theoretical development to meet employer and student needs.

Commitment to Community

We embrace community involvement and service to advance economic development and enhance student success.

About Utah College of Applied Technology (UCAT) and the Davis Applied Technology College (DATC)

In September 2001, the Legislature passed a Bill creating the newest institution in the Utah System of Higher Education, the Utah College of Applied Technology (UCAT). UCAT consists of 9 applied technology college campuses throughout the State of Utah. Some, like the DATC, have been in existence for more than 25 years. Others are newer and smaller campuses. For more information, see the UCAT website at www.ucat.edu

Accreditation

The Davis Applied Technology College, a UCAT campus, is accredited by the Commission of the Council on Occupational Education.

Non-Discrimination Policy

DATC is fully committed to policies of non-discrimination and equal opportunity and vigorously pursues equality and diversity goals in all programs, activities and employment. In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vocational Amendments of 1976 and the American with Disabilities Act, College programs and activities are open to all qualified students without regard to race, age, color, religion, sex, national origin, or disability. If you feel you have been discriminated against, please talk to a Counselor in Student Services. You may contact the Office for Civil Rights if you are unable to resolve your concerns on campus.

Office for Civil Rights
1700 Broadway
Denver, CO 80290
(303) 866-1040

Phone: 1- 800- 421-3481
TDD: 1- 877-521-2172
E mail: ocr.ed.gov
Internet home page: <http://www.ed.gov/ocr/>

College Policies - What Students Should Know

There are policies students should be aware of since they are representative of what the College commitments and expectations are in relation to student rights, responsibilities, and problem resolution. This is information students can use to understand the College and how it works. Below are references to important College policies. If you would like to discuss a policy or obtain a copy of the full text of a policy, please see your program Counselor in Student Services or your program Instructor.

Student Conduct

This policy outlines standards for appropriate student group and individual behavior, and encourages responsible citizenship within the campus community. It begins by outlining Student Rights and Responsibilities:

Student Rights:

The College, in its pursuit to support students, acknowledges certain rights and privileges that students should receive. These rights include:

- **Learning Environment:** A safe climate conducive to thinking and learning with consideration for the dignity of students and their rights as persons, which affords them the right to be treated with courtesy and respect.
- **Rights in the Classroom:** Rights to reasonable notice of requirements and course criteria, methods of performance evaluation and the exercise of these evaluations without prejudice or favoritism. Information is typically shared with students through Class Disclosure documents, which are distributed by the course instructors, and through College policy documents made available to students through Student Services and the College website.
- **Due Process:** Students have a right to due process in any proceeding involving the possibility of substantial sanctions on their rights as students. This includes the right to be heard, a right of notification of charges brought against a student, and a right to a decision and review by impartial persons.
- **Freedom from Discrimination:** A right to be free from illegal discrimination and from harassment, including sexual harassment. The College prohibits any discrimination or prejudicial treatment due to race, color, religion, national origin, gender, age, or disability.
- **Privacy and Confidentiality:** Subject to the rules and regulations of the College, the State of Utah and of the United States, students have a right to the confidentiality of their personally identifiable information and educational records, and to the confidentiality of other information such as a student's personal history, evaluation documents, disability information, etc.
- **Right to Access:** Rights to reasonable access to facilities, programs, and information, and freedom from unlawful discrimination or arbitrary or capricious treatment.

Student Responsibilities:

By registering as a student of the College, the student agrees to maintain the College standards for student conduct. They should further understand that violation of those standards may result in the imposition of sanctions or discipline. The following are the general categories of misconduct that may result in College discipline:

- Conduct that violates federal, state, or local law.
- Conduct that violates College rules or regulations.
- Conduct that unreasonably disrupts or otherwise interferes with the lawful functions of the institution or the rights of students to pursue an education.

- Conduct which results in injury or damage to persons affiliated with the College or to property that belongs to the College.
- Conduct that violates the provision of 2.1, above, which includes conduct that violates laws concerning use or distribution of controlled substances, theft, cheating, assault, property damage, misuse of electronic or other campus resources, use of weapons on campus, aiding or inciting others to commit unlawful acts, and any other violation of College regulation or authority. (See also the College Classroom Management policy).

It's important for every student to be aware of how important the learning environment is. A student may be asked to leave the classroom at a particular class period if he/she is behaving in a way that compromises the learning environment. The instructor has a right to ask you to leave and to return at a time when you can conduct yourself appropriately. You, the student, may be asked to seek permission to return to the class through a meeting with your program Counselor. Your Counselor can help address any issue you may have or discuss the concern the instructor may have before you return to classes with that instructor. Every effort is made to make sure that your concerns, as well as those of your Instructor, are discussed so that you can return to classes and continue your training. If circumstances require it, the program Counselor may discuss a probation period or withdrawal depending on the individual situation as governed by College policies.

Student Discipline

Students may be subject to disciplinary action following an evaluation of the alleged conduct code violation. Such discipline may include one or a combination of the following actions:

- Notification and warning regarding the conduct violation
- Probation, which can include behavioral contracts or other written requirements for maintaining a student's eligibility for continued enrollment.
- Withdrawal due to just cause as a result of a student violation. The period of withdrawal would be determined by the College based upon the circumstances of the disciplinary infraction. Additionally, students may be required to meet certain readmissions conditions including behavioral contracts, mandatory training (i.e. Anger Management or other behavioral interventions), or such other stipulations as are appropriate to the infraction.
- At the end of the designated withdrawal period, the student is eligible to apply for re-enrollment. The student's application may be approved if the student can demonstrate (to the satisfaction of the Program Counselors, Advisors, Administrators, and Instructors involved in the withdrawal) that he/she has met any readmissions conditions and understands and is prepared to observe the College standards for acceptable behavior, which strive to maintain student and College rights as outlined in Section 2, Policy, above. Application for re-enrollment is generally made to the member of the DATC Counseling Team involved with the withdrawal.
- Each student's case will be considered individually and the College will not be bound to a particular sequence of actions. Any remedy or disciplinary action is to be based on all circumstances including, but not limited to, the nature of the violation.

Appeals of Disciplinary Action Decisions

Students who wish to appeal decisions regarding disciplinary action may do so in writing immediately after the student has been notified of the action. This written appeal should be reviewed by the Administrator over the Counseling team member, or as appropriate, by the Cognizant Vice President over the Director who presided over the initial disciplinary action related to the student violation.

The appeal review shall be conducted in a timely manner. The decision regarding the appeal shall be provided to the student in written form and filed for the College record.

Hardware/Software Acceptable Use

The Hardware/Software Acceptable Use policy is among those presented to new students during Student Orientation. When you read this and other College policies, you will be asked to sign a statement that confirms that you have read and understood them. The focus of the Technology Use Policy is to make sure students know that their use of College computer hardware and software must be appropriate and in accordance to the College mission. It also explains how the College enforces the policy, including possible disciplinary actions. Since inappropriate computer/technology use can negatively impact the learning environment, it's important that students observe the Hardware/Software Acceptable Use Policy at all times.

Student Grievances

The Student Grievance Policy acknowledges that there are many times when a student concern or complaint can be resolved informally. Sometimes this can happen through a private discussion between student and instructor or between individual students or, sometimes, between students and other College staff. An informal resolution may require support and advice from a College Counselor. At other times, perhaps because of the nature of the problem or other circumstances, or because informal efforts have failed, a formal grievance may be needed. This policy outlines the procedure that should be followed to address a formal grievance. See a Counselor for a copy of the Grievance Policy.

There are specific steps that are required that ensure that people on both sides of an issue are treated fairly and that they are advised of complaints or concerns in a just and equitable way. If you think you would like to know more about the College Grievance

Policy, talk to your Instructor or your Counselor. If you prefer to speak to another Counselor, ask to do so in Student Services. Another option is to speak to the Director of Student Services or a Director of Programs (in the Training Division office in the west wing of our campus). It's important that student issues are resolved quickly and fairly so that all involved can return to their training programs with the ability to re-focus on pursuing educational goals.

If a grievance is not settled at the institutional level, a student may contact the Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (800) 917-2081 or 770-396-3898. A student may also contact the Office for Civil Rights, 1700 Broadway Denver, CO 80290 (303) 866-1040, TDD: 1-877-521-2172, E-mail: ocr.ed.gov, Internet home page: <http://www.ed.gov/ocr/>

Getting a Copy of a College Policy

Please see a member of the Counseling Team to obtain copies of student policies. Take the opportunity to read and discuss them with your Counselor and Instructors. As stated in the on-line application students agree to abide by College policies when registering at the DATC.

Classroom Disclosures

Instructors in all programs are asked to develop an updated Class Disclosure that provides students with an understanding of:

- What the course requires,
- What the instructor's expectations are,
- How competencies can be achieved, and
- Any other information that can help a student successfully manage his performance in that course.

Disclosures also inform students with a disability about how they can arrange for reasonable accommodations during the training program. Student Services can assist students in this process and approve services. Instructors work closely with Counselors and ADA Service Providers to provide approved supports to eligible students. Be sure to ask your instructor for his/her class disclosure if you have not received one yet.