

Davis Applied Technology College: A Utah College of Applied Technology Campus Admissions and Registration Policy

Effective Date: 14 May 2012
Campus President's Council Approval: 14 May 2012

1. Purpose

This policy was written to inform students of the College's admissions requirements. The College is open year-round to full and part time secondary and post-secondary students.

2. References

- 2.1. Utah Code 53B-2-106(2)(c) Direction of Instruction, Examination, Admission and Classification of Students.
- 2.2. College Campus Accommodations for Students with Disabilities Policy.
- 2.3. College Campus Attendance and Progress Policy.
- 2.4. College Campus Withdrawal Policy.
- 2.5. Utah College of Applied Technology Tuition and Fee Policy (204)

3. Definitions

- 3.1. **Ability to Benefit** - Post-secondary student who has not earned a high school diploma or equivalent, is not committed to earning a high school diploma equivalent and has the ability to benefit from the occupational education offered by the College.
- 3.2. **Concurrent** - Students enrolled in both Skill Development and program courses.
- 3.3. **Defined-Entry/Defined-Exit Scheduling** - Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and must re-enroll and repay for courses they fail to complete. Students may work at the same rate with a defined schedule or have flexible scheduling with minimum attendance standards. Course end dates may be based on a class schedule or calculated on 12 hours of work per week.
- 3.4. **Employer and Community Education (ECE)** - Courses available to the general public or customized to meet specific employer needs.
- 3.5. **Enrollment Schedule** - Classification of student enrollment status is based on the number of hours students are enrolled in a regular five-day school week as follows: Full-time - 24 hours or greater Three-quarter time - 18 to 23 hours Half-time - 12 to 17 hours Less-than-half-time - 11 hours or fewer
- 3.6. **High School Transmittal** - A document provided by the high school referring secondary students to the College. Transmittals are typically provided by the high school Career and Technical Education (CTE) Coordinator.
- 3.7. **International Student** - Students who are foreign nationals and are permitted to train in the United States under a specialized visa granted through ICE. The college is not a provider for international students at this time.

- 3.8. Job Re-entry Student** - Unemployed preparatory students who are not seeking a credential.
- 3.9. Lifelong Learner** - Students seeking training with the objective of fulfilling personal interest rather than for enhancing employability. Lifelong learners are not eligible for financial aid.
- 3.10. Senior Citizens** - Students who enroll as Lifelong learners, are 62 years old or older and (in accordance with Utah Code 53B, Chapter 9 as described in Regents rule R510 section 6.2) are exempt from tuition.
- 3.11. Matriculated Student** - Students who are formally admitted and enrolled in the College.
- 3.12. Occupational Upgrade** - Employed post-secondary students enrolled in a College program for the purpose of upgrading skills, enhancing job opportunities, increasing job security, or receiving training at the request of an employer. Occupational Upgrade students are not required to take admissions testing and are not eligible for federal financial aid.
- 3.13. Open-Entry/Defined-Exit Scheduling** - Students may enroll in courses at any time. Courses have a defined end date based on completion of 12 hours of work per week (minimum daytime enrollment). Students pay for each course when they enroll in each course and must re-enroll and repay for courses they fail to complete. Students have a defined schedule based upon classroom availability. (Also called Course-Based.)
- 3.14. Open-Entry/Open-Exit Scheduling** - Students may enroll in courses at any time and take as long as required to meet completion requirements. Students pay monthly tuition and fees and have a defined schedule.
- 3.15. Pre-Concurrent** - Students enrolled in Skill Development courses prior to enrollment in program courses.
- 3.16. Preparatory** - Refers to the post-secondary adult College registration service pattern, whose purpose is to satisfy the requirements for certificates or degrees for employment or to engage in lifelong learning opportunities through the completion of a College technical program. Students completing a UCAT certificate program are eligible to receive a UCAT Certificate of Completion. Students completing a College certificate program (non-UCAT) are eligible to receive a Certificate of Program Completion. Students completing an approved Associate of Applied Technology (AAT) degree program are eligible to receive a UCAT degree.
- 3.17. Resident** - A student who meets the residency requirements (typically one year) as outlined in Regents' Policy R-512. As provided in R-512 4.1.2, the College operates on a non-credit basis and does not classify students by residency. The College observes tuition waiver provisions as outlined in the USBHE rules for Tuition Waivers and Reductions (R513).
- 3.18. Satellite Courses** - Courses offered at off-campus location. Most commonly applies to courses offered by the College at the local high school to Secondary Students.
- 3.19. Secondary Student** - Student who meets the following criteria during the fiscal year in which they are enrolled: Is currently enrolled in grades 7-12 in a Utah public or private school / Is currently enrolled in grades 7-12 in a Utah public or private school / Is not more than 17 years old on or before September 1 or is documented as a retained senior or has been enrolled in less than grade 12 during the previous year and is no more than 19 years old on or before September 1 / Has not previously earned a high school diploma, certificate of high school completion, adult education secondary diploma or a high school equivalency diploma (GED)
- 3.20. Dual Enrollment Student** - A student who meets the official definition of Secondary Student and is enrolled simultaneously at the DATC and a secondary school. Dual Enrollment students must meet normal admissions requirements either through the usual process or by approval from the CTE Coordinator at their

home high school.

3.21. Skill Development - Instruction available to students who do not meet program admission standards for the purpose of improving basic skills that will better ensure student success in the program. Students may be registered in Skill Development courses on a Concurrent or Pre-concurrent basis

4. Policy

4.1. College Enrollment

- 4.1.1. Prior to enrollment, information will be made available to students regarding College Services and the cost of attendance including tuition, fees, textbooks, materials and supplies.
- 4.1.2. College admission policies and procedures apply without regard to race, color, ethnic background, national origin, religion, creed, age, disability, veteran status, sexual orientation or preference, or gender.
- 4.1.3. The minimum age for College enrollment, with the exception of Dual Enrollment, is 18. Any special enrollments, under the age of 18 must be approved by the Director of Student Services.
- 4.1.4. Due to federal requirements, the Davis Applied Technology College is unable to accept international students.
- 4.1.5. Students are required to meet legal obligations or restrictions placed on the student by the College, external sponsors, courts or other legal entities (i.e. Protective Orders, Terms of Probation or Parole, etc.) and may not enroll if that enrollment conflicts with such restrictions.
- 4.1.6. The College is committed to providing reasonable accommodations to students as described in the Services to Students with Disabilities policy.
- 4.1.7. The College does not admit students who meet the definition of “ability to benefit” given in paragraph 3.1 of this document.
- 4.1.8. Admission to the College does not guarantee acceptance into a specific program.
- 4.1.9. Students enrolling in the College must complete an online College enrollment application (or equivalent if deemed appropriate by College staff.)
 - 4.1.9.1. Students must provide a social security number, Taxpayer Identification number (ITIN), or sign a W9s form requesting a waiver of this requirement. Students who decline to provide one of these items will be assigned a substitute number for College use only.
- 4.1.10. Students enrolling in Employer and Community Education courses are considered to be seeking regular College admission and are required to comply with all enrollment policies.
- 4.1.11. Students with a program or course schedule will be considered to be actively enrolled in the College. Students who do not have a program or course schedule will be considered to have withdrawn from the College.
- 4.1.12. Vaccination records are not required for general admission to the College. However, program admissions/applications may include designated vaccination requirements.

4.2. Program Enrollment

- 4.2.1. Academic advisement services will be available to assist students implementing and completing the training program that they pursue.
- 4.2.2. Students enrolling in College programs will be classified according to their stated training and occupational objectives and will be required to select a training plan that is current and active.
- 4.2.3. Students enrolling in College programs must meet defined program admission and application requirements.
- 4.2.4. Admission requirements will be used to verify students have entry-level knowledge and skills required to be successful in College programs and may include admission testing.
 - 4.2.4.1. Educational transcripts, third-party examination results or relevant documents related to occupational experience may be used to meet all or part of the program admission testing requirements.
 - 4.2.4.2. Students who do not meet minimum program admission testing standards may take Skill Development courses to improve the skills required to be admitted into the program. In some cases, students may take the courses on a Concurrent basis.
- 4.2.5. Students enrolling in College programs will be required to attend a new student orientation to understand the purpose, policies and procedures and services available to College students.
- 4.2.6. Students enrolling in College programs will be given a program training plan listing required and elective courses required for program completion.
- 4.2.7. Program training plans will be valid for a three year period, including the initial (partial) academic year.
 - 4.2.7.1. After the end of the third academic year, students must move to the newest available program training plan and are bound to the requirements of that plan for graduation.
 - 4.2.7.2. Students who wish to change their training plans prior to the three year period may do so by completing a Training Plan Update Request and meeting with Student Services personnel.
 - 4.2.7.3. Financially sponsored students who wish to update training plans must have written confirmation of approval from the sponsor before updating a training plan.

4.3. Student Dual-Enrollment

- 4.3.1. Dual Enrolled Students must be 16 years of age or older and prove their classification by providing current high school student identification, a high school transmittal, a report card or a letter from the sponsoring high school.
 - 4.3.1.1. Any changes to schedule or training program for Dual Enrolled students require documentation of the change from the student's current high school. Such documentation may include entries in the Transmittal system or written documents from school officials.
 - 4.3.1.2. It is the responsibility of the student to notify the College of any change in their status.
 - 4.3.1.3. Students who are under 16 will be considered for admission on a case-by-case basis and must

show how enrolled at the College will support their overall education plan.

4.3.1.3.1. Students denied such requests may grieve through the normal grievance process.

4.4. College Re-enrollment

4.4.1. Students who take a program Leave of Absence and return by the stated return date may resume the program upon return. Students who do not return by the stated return date are considered withdrawn from the College and must complete standard re-enrollment requirements.

4.4.2. Students who withdraw from the College and then re-enroll within one year must pay a re-enrollment fee. Students who re-enroll after one year must pay the standard College enrollment fee. Students withdrawn due to consecutive absences will also be assessed tuition charges incurred during the period of absence through the date of withdrawal.

4.4.3. The College will evaluate student records for students who return to the College after withdrawal to determine if holds or restrictions exist. Any issues must be resolved prior to re-enrollment.

4.4.4. The College will verify that students who re-enroll meet current program admission requirements and students who withdraw from a program with an application must re-apply to the program.

4.4.5. Students re-enrolling after the beginning of the new program year (July 1) may resume the same training plan they were under when they left provided space is available and the date of re-registration occurs less six months after the start of the new fiscal year. In that case, re-registrants must enroll in the most current program.

4.5. Students re-enrolling following disciplinary action or suspension may be required to meet certain readmissions conditions including behavioral contracts or mandatory training (i.e. anger management or other behavioral interventions) or such other stipulations as are appropriate to the infraction and may need to demonstrate to Student Service personnel that he/she understands and will abide by the Student Code of Conduct.