

Davis Applied Technology College: A Utah College of Applied Technology Campus Student Certificate Policy and Procedures

Effective Date: 9 January 2012

Campus President's Council Approval: 9 January 2012

1. Purpose

The purpose of the Student Certificate Policy is to provide guidance and procedures for determining student eligibility for College Campus Certificates, the UCAT Certificate and the UCAT AAT Degree according to UCAT and College Campus standards. Applications for UCAT certificates and/or degrees are accepted from all eligible applicants regardless of sex, race, religion, national origin or disability.

2. References

- 2.1. Davis Applied Technology College Admissions and Registration Policy and Procedures
- 2.2. Davis Applied Technology College Program Development Policy
- 2.3. UCAT Program Development and Approval Procedures (Policy 200)

3. Definitions

- 3.1. **Preparatory Student** - 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.
- 3.2. **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.
- 3.3. **Competencies** - The specialized knowledge, skills and attitudes required for successful performance relating to a specific occupation.
- 3.4. **Demonstration of Competency** - A written test and/or demonstration of skills to an instructor that allows students to show that they have mastered competency requirements of a given course or module. Students who complete course work by the demonstration of competency will not be awarded standard hours for work that was not completed in class.
- 3.5. **Alternate Documentation** - Documentation provided by individual students to an instructor that is accepted in lieu of the completion of course work or the demonstration of competency. Documentation may be transcripts (or similar documents) of prior course completion, specific industry examinations or licensing and/or demonstration of competency through prior knowledge, skill or experience.
- 3.6. **Council on Occupational Education** - The accrediting agency for the Davis Applied Technology College. As articulated by its membership, the mission of the Council is "assuring quality and integrity in career and technical education."
- 3.7. **Course** - Specific subject matter comprising part of a program for which instruction is offered within a specified time period.

- 3.8. **Credential** - A diploma, certificate, degree or other official acknowledgement that a student has completed a program.
- 3.9. **Open-Entry/Defined-Exit** - 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). 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 flexible scheduling options with minimum attendance standards. (Also called Course-Based.)
- 3.10. **Open-Entry/Open-Exit** - 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. (Also called Program-Based.)
- 3.11. **DATC Certificate of Completion** - A credential that validates the completion of a set of courses with competencies that prepare students for employment in, or upgrade to, an identified occupation. Certificates of Program Completion must be approved by the Council on Occupational Education. If the certificate is over 600 hours in length, it may be eligible for financial aid. The certificate is awarded by the College and is titled to reflect a general field. Any specializations within the certificate reflect specific job titles. Proposals for new Certificates of Program Completion must be developed according to the Utah College of Applied Technology Program Development/Approval Procedures.
- 3.12. **UCAT Associate of Applied Technology Degree** - Programs of study intended to prepare students for entry-level careers. The degree is competency-based and offered on an open-entry/open-exit basis. A mastery of a series of identified competencies, general education course work that is less extensive than in AA and AS Degrees, and other requirements as established by the Utah College of Applied Technology, regional boards and program advisory committees are necessary for completion of the degree. The average time to complete the AAT Degree should fall within a range of 1890 to 2070 clock hours; however, open-entry/open-exit, competency-based instructional delivery allows students to complete their course of study at their own pace. Like the AAS Degree, the AAT Degree is designed to prepare students for direct entry into the workforce. As a result of legislative action, the AAT Degree was made unavailable to students as of July 1, 2009.
- 3.13. **UCAT Certificate of Completion** - A coherent sequence of courses 30 credit hours or 900 clock hours or greater. These certificates are designed for entry-level employment or subsequent completion of an Associate Degree (Regents' Policy R-401.4.1.1.). The curriculum for Certificates of Completion is standardized across all campuses of the Utah College of Applied Technology offering the certificate. The award is conferred by the Utah College of Applied Technology. Proposals for new Certificates of Completion must be developed following the UCAT Program Development and Approval Procedures and ordinarily submitted to the Board of Regents through the regular program approval process. These certificates may also be submitted through the Fast Track Approval Process (see Regents' Policy R-401 - Approval of New Programs, Program Changes, and Discontinued Programs). The UCAT Certificate of Completion is not applicable to programs started after June 30, 2009.
- 3.14. **DATC Certificate of Proficiency** - Completion of a training program that is up to and including 900 hours (or more if the program had been approved and functioning at the campus prior to the creation of UCAT), and includes a set of competencies to prepare students for employment in or upgrade to an identified occupation. The certificate is titled to reflect the name of the occupation for which the program prepares them for, such as Automotive Technician, Certified Nurse Assistant, Office Technician and etc., and reads "Certificate of Proficiency as a(n) _____." The award is conferred by the individual UCAT campus. These certificates, if a minimum of 600 and up to and including 900 hours, may qualify for financial aid. If eligible for financial aid, they must be approved by the Board of Regents. They can be submitted through the Fast Track Approval Process. (See Regents' Policy R-401 - Approval of New Programs, Program Changes, and Discontinued Programs.) Certificates of proficiency that are not eligible for financial aid do not require Board of Regents' approval. The DATC Certificate of Proficiency is not

applicable to programs started after June 30, 2009.

- 3.15. **Recognition of Training** - A certificate that indicates that an individual attended a course or courses for which there was no validation of competency attainment. May be used for courses that are not part of any existing program (i.e. Employer and Community Education courses). No official student record is retained for this type of certificate.
- 3.16. **Certificate of Skill Competency** - A credential that validates the completion of a single course or portion of a training program in which competency is demonstrated. The certificate is titled to reflect the skill(s) attained.

4. Policy

- 4.1. Students who have fulfilled the program completion requirements defined on the training plan are eligible to be awarded designated certificate.
- 4.2. Applications for certificates will be accepted from all eligible candidates regardless of race, color, ethnic background, national origin, religion, creed, age, disability, veteran status, sexual orientation or preference, or gender.

5. Procedures

- 5.1. Awarding an Associate of Applied Technology (Associate of Applied Technology) Degree
- 5.1.1. Associate of Applied Technology diploma forms will be ordered centrally through Utah College of Applied Technology Central Administration on an annual basis based on projections submitted by each campus.
- 5.1.2. Graduating students must complete and submit the Application for Graduation and Completion Evaluation forms, obtain the required signatures and proof of payment of the Certificate Processing Fee within six months of their last date of attendance. The individuals authorized to sign each document in a specific capacity (“Certified by” and “Regional Campus Approval”) from each campus must be on file with Utah College of Applied Technology Central Administration.
- 5.1.3. The designated Registration Specialist will analyze and verify the transcript information. The appropriate signatures on the Application for Graduation and the Completion Evaluation will certify that all requirements for graduation have been met. The designated Registration Specialist will provide the following to Utah College of Applied Technology Central Administration:
- Application for Graduation*
Completion Evaluation
Copy of Official Transcript (general education requirements or alternate documentation)
Proof of Certificate Processing Fee payment (copy of receipt issued from the campus)
- 5.1.4. After Utah College of Applied Technology Central Administration has received complete and correct documentation from the submitting campus and has sent an acknowledgement to the submitting/designated Registration Specialist, Utah College of Applied Technology Central Administration will have 48 hours to create the diploma. The diploma will then be mailed to the designated Registration Specialist at the submitting campus for the signature of the President and for presentation to the student.
- 5.1.5. Students who earn an Associate of Applied Technology Degree will be recognized at the next regularly scheduled College graduation ceremony.

5.2. Awarding a College Certificate of Program Completion

- 5.2.1. The graduating students must complete and submit the Application for Graduation and Completion Evaluation forms, obtain the required signatures and proof of payment of Board approved Certificate Processing Fee within six months of their last date of attendance.
- 5.2.2. The Registration Specialist will analyze and verify the transcript information. The appropriate signatures on the Application for Graduation and the Completion Evaluation forms will certify that all requirements for graduation have been met.
 - 5.2.2.1. If the requirements have not been met, the necessary corrections will be communicated to the students and instructor(s).
- 5.2.3. After the Registration Specialist has confirmed that all requirements have been met, that individual will issue the certificate.
- 5.2.4. The following information must be printed according to the standards determined for the issuance of all College Certifications of Program Completion:

Student Name
Text, 'has satisfactorily completed the required studies for the Certificate of Program Completion'
Type of College Certificate of Program Completion
Specializations reflected as specific job titles
Date Issued

Diploma Font Requirements:
Student Name: Eurose Wide-Heavy, 25
Text: Arial Narrow, 8
Type: Eurose Wide-Heavy, 14
Specialization: Eurose Wide-Heavy, 9
Date: Arial Narrow, 8

- 5.2.5. Certificates are mailed to students as quickly as possible, typically within ten working days.
 - 5.2.6. Students who earn a College Certificate of Program Completion will be recognized at the next regularly scheduled College graduation.
- ## 5.3. Awarding Certificates of Skills Competency
- 5.3.1. Certificates of Skills Competency are generally awarded by the administrative personnel assigned to the Program Directors for the programs in which the students are enrolled.
 - 5.3.2. The Certificate of Skills Competency can be printed directly from College student information system using a pre-formatted report. The Certificate of Skills Competency is signed by the instructor and Program Director.
 - 5.3.3. Students who are awarded a Certificate of Skills Competency are not eligible for recognition at College Graduation exercises.
 - 5.3.4. A copy of the issued Certificate of Skills Competency will be forwarded to the Registration Specialist for entry into the students' permanent records.

5.4. Awarding Recognition of Training

5.4.1. Recognition of training is generally awarded by the administrative personnel assigned to the Program Directors for the programs in which the students are enrolled.

5.4.2. The format of the Recognition of Training document can be determined by the individual awarding it, as long as the document does not too closely resemble established College documents, which may cause confusion to students or industry partners.

5.4.3. Students who are awarded Recognition of Training are not eligible for recognition at College Graduation exercises.

5.5. A copy of the issued Recognition of Training documents will be forwarded to the Registration Specialist for entry into the students' permanent records.