

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

Effective Date: 14 May 2012

Campus President's Council Approval: 14 May 2012

1. Purpose

The Davis Applied Technology College (College), a Utah College of Applied Technology campus, offers job-focused competency based training. The purpose of this policy is to provide guidelines for student performance that offers students reasonable expectations for the successful completion of occupational programs offered at the College regardless of delivery mode.

2. References

- 2.1. College Course Enrollment and Scheduling Policy and Procedures
- 2.2. College Student Records Policy
- 2.3. Student Assessment Policy

3. Definitions

- 3.1. **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.)
- 3.2. **Defined-Entry/Defined-Exit** - 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.
- 3.3. **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 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.)
- 3.4. **Externship** - A method of scheduling under which a student is assigned a total number of hours to be completed in supervised live work activities either on or off campus. Tuition is charged in advance for the total number of hours defined for the externship.
- 3.5. **Blended Instruction** - A method of instructional delivery which combines on-line and in-class learning activities. Typically, Blended courses are scheduled similarly to Externships and tuition is charged in full in advance.
- 3.6. **Continuing Education** - Courses offered by the Employer and Community Education department on a self-supporting, defined-entry/defined-exit basis outside of the normal DATC curriculum.
- 3.7. **Progress** - A measure of performance and/or completion used by the College to evaluate student accomplishment. It is the ratio of hour of work completed (also called Standard Hours) compared to hours of enrollment.

3.8. **Attendance** - A ratio comparing the times that a student was present in a given classroom to the enrolled periods for the same student.

4. Policy

4.1. General Progress and Performance

4.1.1. Instructors may consider a student's progress and/or grades when acting as a reference for potential employers.

4.1.2. Students, including those admitted on an Ability to Benefit basis, are expected to meet program and/or course progress and performance standards defined in the program orientation and course curriculum.

4.1.2.1. Student financial sponsors may hold students to a higher performance standard than dictated by the program. Standards will be defined using a method of the sponsor's choosing.

4.1.3. Instructors will evaluate student progress and performance records

4.1.4. As designated in the College Services to Students with Disabilities Policy, students with qualifying disabilities should submit a Request for Accommodation application to Student Services providing diagnostic data, information on functional limitations and identifying reasonable accommodation recommendations. Unless specifically stated otherwise in accommodation documentation, students with qualifying disabilities are expected to meet the same performance standards as all students.

4.1.5. In addition to progress, instructors are required to record a grade in the student information system at the completion of each course regardless of delivery format or scheduling type. Grading rubrics are to be developed in accordance with the Student Assessment Policy.

4.1.5.1. Instructors must clearly publish the grading rubric to students before the class begins.

4.1.5.2. The grading rubric must be based upon fair and objective criteria related to the student's performance on instructional tasks and standardized assessments.

4.1.5.3. In the event that a course is taught by multiple instructors and/or in multiple locations, all must use a shared rubric.

4.1.5.4. Students who are dissatisfied with a grade should first discuss it with an instructor to attempt to find a mutually agreeable resolution. If they cannot reach a satisfactory conclusion with the instructor, they may exercise their right to grieve under the College Grievance Policy.

4.2. Progress and Performance Specific to Programs with Open-Entry/Open-Exit Enrollment

4.2.1. Students must maintain the minimum College standard progress of 67% unless defined as higher in the program of enrollment. Progress is cumulative and calculated on program progress against student enrolled hours.

4.3. Progress and Performance Specific to Programs with Open-Entry/Defined-Exit Enrollment

4.3.1. Student progress will be measured in each course and will be calculated according to completion of learning modules defined by the instructor in the curriculum and student information system.

4.3.2. Students enrolled full-time must complete a minimum of 24 hours and students enrolled part-time

must complete a minimum of 12 hours of course work per week in order to meet the defined course end date.

4.3.3. Students will achieve 100% progress as long coursework is completed by the designated course end-date.

4.3.4. Students who are unable to complete the course by the defined end date must retake and re-pay for the course.

4.4. Progress and Performance Specific to Programs/Courses with Defined-Entry/Defined-Exit Enrollment

4.4.1. Progress may or may not be tracked depending upon the nature of the course. In the event that progress is not used, instructors are required to work with their Director to provide an approved alternative method for measuring and recording student performance.

5. Procedures

5.1. Progress Data Entry Procedures

5.1.1. Complete and accurate student module and course completion will be entered in the student information system by the instructor within two business days of the date the work was submitted by the student.

5.2. Students who do not maintain satisfactory performance:

5.2.1. Must meet with faculty and College Counselors to establish a plan for improvement of performance.

5.2.2. May be subject to probation or disciplinary action.

5.2.3. May lose federal financial aid or scholarship eligibility and benefits as determined in accordance with College Financial Aid requirements and Department of Education regulations.