

# Davis Applied Technology College: A Utah College of Applied Technology Campus Leave of Absence Policy

**Effective Date: 14 May 2012**

Campus President's Council Approval: 14 May 2012

## 1. Purpose

The DATC is committed to providing students with scheduling that is reasonably flexible in order to facilitate completion of individual training objectives. This policy outlines the

## 2. References

2.1. UCAT Membership Hour Reporting Policy (201)

## 3. Definitions

3.1. **Leave of Absence** - A temporary, extended, planned absence from the DATC.

3.2. **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. (Also called Program-Based.)

3.3. **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.)

3.4. **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.

3.5. **Enrollment Status** - 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

## 4. Policy

4.1.1. Students may take a Leave of Absence that is up to ten days per fiscal year (July 1 to June 30) without completely withdrawing from the College in the case of an emergency (e.g., illness, transportation problem, employment conflict). The ten days can be taken consecutively or split according to documented need.

4.1.2. Students wishing to request a Leave of Absence must submit a Leave of Absence form to Student Services, or submit a letter defining the last date of planned attendance, expected return date and reason for the request.

4.1.3. During a leave of absence, students are not charged tuition or fees.

4.1.3.1. Students enrolled in programs or courses that are open or defined-entry/defined-exit may take Leaves of Absence between courses and must declare the Leave of Absence no later than the day on which they must register for the next class.

- 4.1.4.** In cases in which a Leave of Absence is taken, the student schedule is terminated on the stated last day of planned attendance, or in the case of programs with open or defined-entry/defined-exit enrollment, on the course end date.
- 4.1.5.** Students failing to return by the stated return date are considered withdrawn from the College and must complete re-enrollment requirements defined in the College Admissions Policy.

