

Davis Applied Technology College: A Utah College of Applied Technology Campus Schedule Development 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. Required DATC Class/Program Change - Change to a class/schedule due to completion of a class or to the request of an instructor or DATC staff member.

3.2. Required by Work Schedule/Military/Civic Duty - Schedule change made due to employment schedule, military commitments, or required civic duty (i.e. Jury Duty, Court Appearance, etc.)

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

3.4. 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.)

3.5. 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.)

3.6. 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.

3.7. 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. College courses are available to students without regard to race, color, ethnic background, national origin, religion, creed, age, disability, veteran status, sexual orientation or preference, or gender.

4.2. The minimum age for College course 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.

4.3. Due to federal requirements, the Davis Applied Technology College is unable to accept international students.

4.4. Students enrolled in College programs must maintain an active schedule in the program or courses in the program in order to be considered actively enrolled in the College.

4.5. Students must meet course prerequisite requirements prior to enrolling in a given course.

4.6. Students enrolling in Custom Fit courses must provide a social security number, Taxpayer Identification number (ITIN), or sign a W9s form requesting a waiver of this requirement. Students submitting a W9s form in lieu of a number will be assigned a substitute number for College use only.

4.7. Continuing Education and Custom Fit Course Enrollment and Scheduling

4.7.1. Schedules for students in Employer and Continuing Education and Custom Fit courses will be developed by Employer and Continuing Education personnel, who will also be responsible for informing students of their schedule.

4.7.2. Student Services personnel will enter Employer and Continuing Education and Custom Fit course enrollment and schedules for students in the College student information system.

4.8. College Program and Course Enrollment and Scheduling

4.8.1. Schedules for students in College programs and courses will be developed by students in Student Services and signed by the student to validate accuracy. Schedules will be included in the student record.

4.8.2. Students enrolled in open-entry, open-exit programs will be scheduled into designated classrooms to complete course work indicated in the program training plan.

4.8.3. Students enrolled in open or defined-entry, defined-exit programs will be scheduled into individual courses indicated in the program training plan.

4.8.3.1. Students enrolling in a daytime open-entry/defined exit program must commit to a schedule of a minimum of 12 hours per week composed of blocks of time defined by the classroom schedule (generally 3 hours per block).

4.8.3.2. Students seeking to schedule a particular open-entry/defined-exit course for the third time must first meet with a DATC Career and Academic Advisor to assess barriers to the student's success and develop a plan to assist the student in succeeding.

4.9. Schedule Changes

4.9.1. Schedule changes will be entered into the student information system by Student Service personnel prior to the effective date and within a two month's period of time.

4.9.1.1. The two month limit may be exceeded for students who pay immediately and are scheduling into defined-entry courses or programs.

4.9.2. Students in programs with open or defined-entry, defined-exit enrollment are assumed to have made a commitment to the entire course and are not permitted to change their schedule except as defined in the Refund Policy for students who withdraw from the course.

4.9.3. Schedule changes for open-entry/open-exit courses are subject to the established College Schedule Change Fee except in the following circumstances:

- 4.9.3.1. Increase of scheduled hours.
 - 4.9.3.2. Open or defined-entry, defined-exit courses (*categorized as "school required"*).
 - 4.9.3.3. Reasons relating to student employment schedule, military duty, or civic duty (*evidence of circumstance is required*).
 - 4.9.3.4. Student return from Leave of Absence on or before the stated return date.
 - 4.9.3.5. During a College Open Scheduling Period (*four per year*)
 - 4.9.3.6. Authorization of a Fee Waiver by a College Director or Student Services personnel.
- 4.9.4.** Student Services personnel will inform students of any fees assessed for a schedule change and will provide instruction to students for payment of any fees.

4.10. Schedule Corrections

- 4.10.1.** In the case of extenuating circumstances, students, faculty or Student Services staff members may request correction to a student's schedule.
- 4.10.1.1. If the change is at the request of a College employee, the request should be submitted in writing using the Correction form and all relevant documentation should be submitted with the form.
 - 4.10.1.2. If the change is at the request of a student, the request should be submitted in writing using a Petition for Policy Variance and all relevant documentation should be submitted with the form.
 - 4.10.1.3. Approval or denial of schedule change requests will be made in writing within five (5) days of the original request.
 - 4.10.1.4. Students wishing to appeal a schedule change denial may do so by following the DATC Student Grievance Policy.

4.11. Course Withdrawal

- 4.11.1.** Students may withdraw from College courses at any time, but should consult the College Refund Policy to understand financial obligations and consequences of the withdrawal.
- 4.11.2.** Students who no longer have an active schedule in College programs with open-entry, open-exit enrollment are considered withdrawn from the College (*see College and Program Admissions Policy and Procedures and College Withdrawal Policy*).
- 4.11.3.** Students may withdraw from courses in College programs with open or defined-entry/defined-exit enrollment five days from the course start date as long as none of the course work has been recorded as completed in the College student information system.