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

1. Purpose

The College, a campus of the Utah College of Applied Technology, offers job-focused training in competency based format. As such, in order to achieve program completion in a timely manner, and to provide access to available space to all other eligible open entry applicants, the College must maintain standards for satisfactory performance in attendance and progress. Satisfactory performance enhances the student's ability to acquire and apply marketable skills in his/her technical area, and it contributes to the student's employability profile.

2. References

2.1. DATC Admissions Policy

2.2. DATC Schedule Change Policy

2.3. DATC Student Records Policy

3. Definitions

3.1. Defined-Entry/Defined-Exit - Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete.

3.2. Open-Entry/Defined-Exit - Students may enroll in courses at any time. Courses have a defined end date based on the student's individual schedule. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete. (Also called Course-Based.)

3.3. 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.

3.4. Hybrid Instruction - A method of instructional delivery which combines on-line and in-class learning activities.

3.5. 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.

3.6. 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 Attendance

4.1.1. In accordance with the College Student Records Policy, student attendance information may be released to potential employers.

4.1.2. Students are expected to meet program and/or course attendance standards defined in the program orientation and course curriculum.

4.1.2.1. Student financial sponsors may hold students to a higher attendance standard than dictated by the program. Standards will be defined in the student sponsor agreement.

4.1.3. Instructors will review and submit class rolls daily, validating the accuracy of student attendance data.

4.1.4. Instructors will evaluate attendance records and advise students in their program.

4.1.5. Students who require extended absence from their program or course may be granted a leave of absence as defined in the Student Leave of Absence Policy and program standards.

4.1.6. Students are responsible for attendance in accordance with the schedule designated in the student information system and must log in to the student information system each time they enter and leave the classroom.

4.1.7. Students who enroll in courses delivered in a hybrid format must meet the attendance standards defined by the instructor or sponsor, which must be at least 51%.

4.1.8. Individual instructors, sponsors or programs may set higher standards and students must always meet the highest standard designated for their particular situation.

4.1.9. Regardless of course delivery format, students must attend class at a minimum of one day per week, meet with the instructor in person at the beginning of the course, and meet with the instructor to evaluate progress at a minimum of one time per month and to complete all competency-based and final testing in the classroom or lab.

4.2. Attendance Specific to Programs with Defined-Entry/Defined-Exit Enrollment (including Employer and Community Education courses)

4.2.1. Students are responsible to attend based on the schedule which is presented to them for the course/program.

4.2.2. Instructors are responsible for maintaining attendance records through the method of their choosing and ensuring that such records are provided to Student Services for entry in the student's record.

4.3. Students who do not maintain satisfactory attendance:

4.3.1. Will be liable for consequences of poor attendance as outlined in the program orientation.

4.3.2. May be subject to probation or disciplinary action as defined in the Student Code of Conduct Policy and the Withdrawal Policy.

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

5. Procedures

5.1. Changing Submitted Attendance Data

5.1.1. Students may provide documentation to substantiate changes to submitted attendance data to the course instructor, who may submit the documentation with an Attendance Change Request form.

5.1.1.1. Changes requested within 30 calendar days from the absence require approval from Student Services personnel.

5.1.1.2. Changes requested 30 days or more beyond the absence require approval from the Director of Programs and Student Services personnel.

5.1.1.3. Documentation to substantiate changes to student attendance will be retained in the student record in the student information system.

5.2. Attendance Codes to Indicate Attendance Status (open-entry/open-exit enrollment programs only)

5.2.1. **Present (Code P)** – The student logged in to the student information system and attended class.

5.2.2. **Tardy (Code T)** - Although the student logged in to the student information system, the student logged in at least five minutes after the scheduled start of the class or left class earlier than permitted in the program.

5.2.3. **Absent (Code A)** –The student did not log in to the student information system and did not attend class.

5.2.4. **Non-productive (Code N)** - Although the student attended class, the instructor determined that the student was off-task or disengaged from instruction.

5.2.5. **Job Interview (Code V) -** Student missed class due to a training-related job interview. Job search activities are not considered a job interview and should be conducted outside of scheduled class time. *Students must notify the instructor of their anticipated absence prior to the interview.*

5.2.6. **Off-site Training Activities (Code S)** – Student missed class due to training related event such as participation in a College student organization activity or conference. *Students must notify the instructor of their anticipated absence prior to the event.*

5.2.7. **High School Activities (Code H)** – Student missed class due to a documented high school activity. Such information may come from school district officials or from College personnel. The College will honor requests for large groups of students (i.e. all students from a particular school) automatically. Requests by individual students may be honored at the instructor's discretion. *The instructor must be notified prior to the anticipated absence*.