

Davis Technical College

Schedule Development Policy and Procedures

Effective Date: 12/8/2017

Campus President's Council Approval: 11/31/2017

College Board of Directors Approval: 12/7/2017

1. Purpose

- 1.1. The Davis Technical College (College) is committed to providing students with scheduling that is reasonably flexible in order to facilitate completion of individual training objectives. This policy outlines the parameters and processes for the establishment of student schedules.

2. References

- 2.1. Utah System of Technical Colleges Membership Hour Reporting Policy (201)
- 2.2. Davis Technical College Student Leave of Absence Policy
- 2.3. Davis Technical College Student Withdrawal Policy

3. Definitions

- 3.1. **Required College Class/Program Change** - Change to a class/schedule due to completion of a class or to the request of an instructor or College 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. **Open-Entry/Defined-Exit Scheduling** - 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.)
- 3.4. **Defined-Entry/Defined-Exit Scheduling** - Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete.
- 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 is - 24 hours or greater; three-quarter time is - 18 to 23 hours; half-time is - 12 to 17 hours; less-than-half-time is - 11 hours or fewer.
- 3.6. **Dual Enrollment Student** - A student who meets the official definition of Secondary Student and is enrolled simultaneously at the DATC and a secondary school. Dual Enrollment students must meet normal admissions requirement.

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. Students enrolled in College programs must maintain an active schedule in the program or courses in the program to be considered enrolled in the College.
- 4.4. Students must meet course prerequisite requirements prior to enrolling in a course.
- 4.5. Students 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 social security number will be assigned a substitute number for College use only.
- 4.6. **Continuing Education and Custom Fit Course Enrollment and Scheduling**
 - 4.6.1. 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.
 - 4.6.2. Student Services personnel will enter Employer and Continuing Education and Custom Fit course enrollment and schedules for students in the College student information system.
- 4.7. **College Program and Course Enrollment and Scheduling**
 - 4.7.1. Schedules for students in College programs and courses will be developed by through cooperation between students, faculty, and Student Services and signed by the student to validate accuracy. Schedules will be included in the student record.
 - 4.7.2. Students will be scheduled into individual courses indicated in the program training plan. Generally, students will be scheduled for one course at a time, but may be scheduled into multiple simultaneous courses if deemed appropriate by instructors.
 - 4.7.2.1. Certificate-seeking students enrolling in a course 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). Or, in the event that the class is not offered 12 hours per week, the student must be enrolled for the available hours the class is offered.
 - 4.7.2.2. Occupational upgrade or lifelong learning students must commit to a schedule of a minimum of 6 hours per week composed of blocks of time defined by the classroom schedule (generally 3 hours per block).
 - 4.7.2.3. Mandatory minimum schedules may be waived at the request of a Training Director with approval from the Vice President of Instruction based upon requirements of student's sponsoring entity (i.e. employer, social service agency, religious organization, etc.)

4.7.3. Students will not be scheduled into a defined-entry class which has already started.

4.7.4. Unless a specific exception has been granted by agreement with a sponsoring agency, students scheduling into courses must pay for the course at the time the schedule is created.

4.8. Schedule Changes

4.8.1. Schedule changes will be entered into the student information system by Student Service personnel prior to the effective date.

4.8.2. Although schedules can be set in advance, students who have a gap between enrollments of more than five school days will be unenrolled. 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 outlined below:

4.8.2.1. As defined in the Student Refund Policy for students who withdraw from the course;
or

4.8.2.2. As required to meet a job schedule (written proof of the schedule must be presented when the student makes the schedule change request); or

4.8.2.3. As required to maintain a total number of enrolled hours in the event that a student is enrolled in more than one course and completes one of the courses before the other.

4.9. Schedule Corrections/Variations

4.9.1. In the case of extenuating circumstances, students, faculty or Student Services staff members may request correction or variance to a student's schedule.

4.9.1.1. If the change is at the request of a College employee, the request should be submitted in writing using the Correction form (available in Student Services) and all relevant documentation should be submitted with the form.

4.9.1.2. If the change is at the request of a student, the request should be submitted in writing using an appeal form (available in Student Services) and all relevant documentation should be submitted with the form.

4.9.1.2.1. Start dates will not be changed unless supported by work-related documentation or approved through the appeal documentation process.

4.9.1.3. Approval or denial of schedule change requests will be made in writing within five (5) days of the original request.

4.9.1.4. Students wishing to appeal a schedule change denial may do so by following the Davis Tech Student Grievance Policy.\

4.10. Final Module Extension

4.10.1. In the event that a student reaches the end of an open-entry/defined-exit schedule without completing the final exam and/or project, they may request a Final Module Extension from the instructor.

- 4.10.1.1. Final Module Extensions are granted solely at the discretion of the instructor.
- 4.10.1.2. A Final Module Extension may only be granted to students for whom *all* other course modules are documented as complete in the Student Information System.
- 4.10.1.3. If an instructor grants a Final Module Extension, they will notify Student Services using the approved method for communicating course approvals. The student will go to Student Services to schedule the extension and pay any associated tuition and/or fees.
- 4.10.1.4. A student must be scheduled into the Final Module Extension no later than two (2) school days after the end of the previous course. An extension is only five (5) school days long.
- 4.10.1.5. If a student is granted a Final Module Extension and fails (or fails to complete) the exam/project, they cannot be granted any additional extensions. Student will be required to purchase the full class in order to complete.

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. In keeping with the Student Refund policy, students may withdraw from courses in 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.

4.12. Enrollment Verification

- 4.12.1. Enrollment verification will not be sent until the student has attended five consecutive sessions of a given class.

5. Procedures

- 5.1. Students who are beginning enrollment at the College will develop their initial schedule as part of the enrollment process in Student Services.
- 5.2. Students in regular programs who require a schedule change for any of the reasons outlined in the policy above must present themselves in-person in Student Services to develop a schedule in accordance with this policy.
- 5.3. Students or staff members who wish to request a correction in a student's schedule due to extenuating circumstances or error must present their request in writing (with appropriate supporting documentation) to Student Services as outlined in this policy.

6. Approval and Notes

- 6.1. Approved August 15, 2012

6.2. Amended December of 2017 to include 'Final Module Extension' and to remove provision for 'Leave of Absence.'