

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

Effective Date: August 15, 2012

Campus President's Council Approval: August 13, 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/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.)

3.3. **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.

3.4. **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). Students must take a minimum of five days of their leave of absence at a time.

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.

5. Procedures

- 5.1.** 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.
- 5.2.** A representative of Student Services will verify that the student has not used all of their available Leave of Absence days and enter appropriate data into the student information system.