

## Davis Applied Technology College Training Guarantee Policy and Procedures

**Effective Date: 10-01-2016**

President's Council Approval: 09-12-2016

College Board of Directors Approval: 09-22-2016

### 1. Purpose

1.1 This policy identifies the conditions under which graduates can be granted re-training at no instructional cost.

### 2. References

2.1 Utah Code 53B-2a

### 3. Definitions

3.1 **Graduate** – any individual who fulfilled all of the requirements to earn a Certificate of Program completion in a Council on Occupational Education certificate at the Davis Applied Technology College (College).

3.2 **Placed** – any graduate who has paid employment in the specific occupation for which they trained.

3.3 **Licensed** – any individual who has met all legal requirements for working in a government-regulated profession.

3.4 **Competency** – demonstration that a student has mastered the knowledge and skills as defined in the objective(s) for a given course.

### 4. Policy

4.1 If a graduate of the College is deficient in one or more of the competencies for which they were trained, the College will retrain them at no instructional cost to the student or employer.

4.2 The provisions of this policy may only be applied to graduates who are placed, and licensed if required by law, as defined above.

4.3 The guarantee is valid for two calendar years from the date on which the graduate completed the last completed course on their training plan.

4.3.1 For the purposes of this policy, a student's graduation remains the same even if they claim the guarantee and are permitted to re-enroll.

4.4 Claims against this guarantee may be made by the student's employer and/or the student.

4.5 Claims are limited to competencies for which the student was trained. If new technologies or other industry changes occur, the College is not liable to retrain students for competencies which were not part of the training plan the student completed.

4.5.1 Claims may not be made for momentary lapses of judgement, accidents, errors or other mistakes made by the student in the workplace.

4.6 If a claim is found valid, the College will determine which courses a student will be permitted to retake and will cover the cost of tuition and fees. Books, materials, supplies, transportation and all other costs remain the students' responsibility.

4.7 Students who re-enroll under this policy must complete their training within one year of their re-enrollment date.

## 5. **Procedures**

5.1 The claim is filed by the employer and/or student with Student Services. The claim must include information regarding the specific competencies the student lacks.

5.2 The Director of Student Services assembles a review committee including the cognizant Director of Training, a representative of Instructional Systems Design, the Director of Student Services and a subject matter expert appropriate to the program in question.

5.3 The committee reviews the claim to verify that the identified competencies were included in the student's training record and to determine if the student is eligible to for the guarantee.

5.3.1 The committee will consider any evidence of deficiencies of competence submitted by the student and/or employer with special significance being given to the employer's evidence.

5.4 The Director of Student services notifies the student and the Vice-President of Instruction of the committee's decision.

5.5 If student's claim is approved, the cognizant Director of Training works with the employer, student and the Director of Student Services to re-admit the student for the coursework determined to be appropriate by the committee.

5.5.1 The costs incurred by such a decision will be covered by the budget of the program from which the student graduated.

5.6 In the event that the committee determines the student is not eligible under the guarantee, the student or employer may make a final appeal to the Vice-President of Instruction.

## 6. **Approval and Notes**

09-22-2016 New policy approved by the Board of Directors.