

Davis Technical College

Student Withdrawal Policy and Procedures

Effective Date: 12 November 2018

1. Purpose

1.1. The purpose of the policy is to inform students who have registered at Davis Technical College the circumstances under which they may withdraw, must withdraw, or will be withdrawn.

2. References

2.1. Davis Technical College Admissions and Registration Policy

2.2. Davis Technical College Student Code of Conduct

2.3. Davis Technical College Student Grading and Performance Policy

3. Definitions

3.1. **Student** - The College recognizes student status as a student engaged in an active course of study.

3.2. **Dual Enrollment Student** - A student who meets the official definition of Secondary Student and is enrolled simultaneously at the Davis Technical College and a secondary school. Dual Enrollment students must meet admissions requirements.

3.3. **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 the courses they fail to complete in compliance with the Davis Technical College Student Grading and Performance Policy. (Also called Lockstep.)

3.4. **Open-Entry/Defined-Exit** - Students may enroll in open-entry courses at almost 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 in compliance with the Davis Technical College Grading and Performance Policy. (Also called Course-Based.)

3.5. **Work-Based Activities** - A method of scheduling in 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 work-based learning activity.

3.6. **Hybrid Instruction** - A method of instructional deliver which combines online and classroom learning activities.

3.7. **Continuing Occupational Education** - Courses offered by the Employer and Community Occupational Education Department on a self-supporting, defined-entry/defined-exit basis outside the normal Davis Technical College curriculum.

4. Policy

4.1. Students may be automatically withdrawn in certain circumstances:

4.1.1. On the end date for the last course in which they are enrolled. These students will be considered enrolled through the course end date and must enroll in the same or a new course within five business days or will be charged a schedule reactivation fee.

4.1.1.1. Scheduling into the next class, payment, and start date must occur within 5 business days of the last date of the prior class or a schedule reactivation fee will be assessed.

4.1.1.2. Post- secondary students who fail to complete the withdrawal process will be given up to 120 calendar days to begin a new course. On the 121st day students will be withdrawn using the effective date of their last active schedule. Secondary students who fail to complete the withdrawal process will be given up to 10 school days to begin a new course. On the 11th day, students will be withdrawn using the effective date of their last active schedule.

4.1.2. Students who are absent for ten (10) consecutive scheduled days will be withdrawn from the College in accordance with the Student Code of Conduct and Disciplinary Policy and Procedures.

4.1.2.1. Any withdrawal for ten consecutive absences is considered a matter of academic discipline and will be coded as such in the Student Information System. The withdrawal date will be the end date for the course(s) in which the student is currently enrolled.

4.1.2.2. Students who are withdrawn for academic discipline must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll in the College.

4.1.3. Students owing tuition on the start date of their class will be automatically withdrawn.

4.1.4. Dual enrolled students will be automatically withdrawn at the end of the current term/semester unless otherwise requested by the student or high school. It is the student's responsibility to reenroll following the usual processes if they wish to continue their studies.

4.1.5. Students may be withdrawn if their sponsor officially notifies the College in writing that the student's financial support has been withdrawn.

4.1.5.1. Students withdrawn for termination of sponsorship may return to the College, but must re-enroll with a new sponsor or as a self-funded student and will do so without fees or penalties for a period of twenty school days after their withdrawal.

4.1.6. Students may be withdrawn from enrollment due to disciplinary actions taken as defined in the Student Code of Conduct Policy or academic discipline as defined in the Student Grading and Progress Policy.

4.2. Withdrawal is effective at the end of the school day on which the withdrawal is dated.

5. Procedures

5.1. Students seeking to withdraw from the College must do so by completing the College Withdrawal Form, online or in Student Services, which includes verification the student does not have outstanding financial balances due to the College.

5.2. In the event a student is to be automatically withdrawn, it will be the responsibility of Student Services personnel to monitor the students' records and complete the withdrawal in a timely manner.

6. Approval and Notes

President's Council Approval: 12 November 2018

Revised: 12 November 2018 to comply with Utah System of Technical Colleges reporting structure

Revised: 26 June 2018

Effective Date: 15 August 2012

President's Council Approval: 13 August 2012