

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.H

TOPIC: Alignment of UCAT and COE Enrollment/Outcomes Reporting Policies

BACKGROUND

In its September 2016 meeting, the Board of Trustees directed the Office of the Commissioner to continue its work to align UCAT student outcomes reporting policies with those of the Council on Occupational Education (COE). This directive was issued in response to legislative confusion over UCAT's reported enrollment numbers, and in response to the colleges' ongoing concerns regarding UCAT Policies 205 and 206. Those policies were written using differing definitions and procedures than are utilized by COE, producing different numbers that are reported to UCAT's various stakeholders. Trustees directed that UCAT policy be reexamined and improved as necessary, such that UCAT reports one set of enrollment numbers uniformly to all stakeholders, including the legislature, COE, IPEDS (Department of Education), etc. This work is to be done by June 30, 2017.

The Office of the Commissioner has convened several discussions with college presidents and instructional officers, and has thoroughly revised Policies 200, 201, 204, and 205 based upon those discussions. These revisions bring UCAT policies into alignment with COE by altering the definitions of Job Upgrade Training and Continuing Occupational Education, by focusing the reporting on graduates (i.e., individual students) instead of certificates (i.e., awards), and by removing restrictions to updating data between the end of the fiscal year and the COE annual report deadline. Additional changes have been proposed to respond to legislative confusion and to further clarify UCAT reporting schemas. Additional changes include:

- Courses taught to secondary students must provide partial or complete fulfillment of program certificate requirements, with limited exceptions to be approved by the Commissioner of Technical Education;
- Local Boards of Directors will be apprised of all stand-alone (i.e., courses which are not part of certificate programs) courses approved for instruction;
- The definition of community interest courses has been modified to provide greater clarity into which courses should or should not be included in UCAT data submissions;
- Membership hours accrued up-front for a full program shall be appropriately discounted for students who withdraw from the program early and unsuccessfully;
- Students who graduate from high school while concurrently enrolled in a course for which tuition was charged up-front will no longer have to pay prorated tuition for the remainder of the course; and
- All calculations of cost and completion rates have been removed. UCAT will make these calculations based upon the context and directives received from various stakeholders, rather than having methodology prescribed in policy language.

In addition, Policy 206 has been deemed extraneous given the proposed revisions to Policy 205. It is recommended that Policy 206, Student Placement Reporting, be repealed.

The proposed revisions to Policies 200, 201, 204, and 205, as well as the recommended repeal of Policy 206, have



been vetted and approved by all college presidents and instructional officers.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve the proposed revisions to Policies 200, 201, 204, and 205 for implementation beginning July 1, 2017. Additionally, UCAT recommends that the Board repeal Policy 206, Student Placement Reporting, effective immediately.

Attachments: Draft Policy 200, Program/Course Approval and Reporting
 Draft Policy 201, Membership Hour Reporting
 Draft Policy 204, Tuition and Fees
 Draft Policy 205, Student Enrollment and Outcome Reporting





Subject:	Program/Course Approval and Reporting
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200.1 Purpose

To establish processes and criteria for all programs and courses offered by an applied technology college to be approved by and reported to the UCAT Board of Trustees and the legislature, in accordance with UCA 53B-2a-104(2)(i), balancing appropriate oversight and quality control with timely, market-driven college responsiveness to regional employer needs.

200.2 Approval

UCAT Board of Trustees approval: January 4, 2006. Replaced June 18, 2009. Revised April 10, 2014; June 12, 2014; June 11, 2015; June 8, 2016; September 14, 2016; May 18, 2017 (pending).

200.3 References

- [UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
- [UCAT Policy 100](#), UCAT Mission, Vision, and Guiding Principles
- [UCAT Policy 204](#), Tuition and Fees

200.4 Definitions

- 4.1 Program:** A sequence of educational and skill-developing experiences that lead to workplace competencies. This mission-related, post-secondary training shall be approved in accordance with this policy and by the Council on Occupational Education.
- 4.2 Course:** A set of pre-determined, related competencies grouped into a logical sequence.
- 4.3 Program Certificate:** An official credential issued to a student by a college registrar documenting that the student has completed a program or a predefined subset of a program. Each program certificate within a program shall be defined and approved as part of the program, and shall fully prepare a student for entry into specified employment related to the full program.
- 4.4 Substantive Change:** A change in the objectives, length, content, or other revisions equaling or exceeding 25% of an existing educational program.

200.5 Approval of Courses, Programs, and Certificates

A course, program, or certificate, or a revision of an approved program or certificate, must be approved as provided herein prior to being offered by a college.

5.1 Courses

- 5.1.1 Courses within Programs:** Approval of a program as provided in this policy shall constitute approval of all courses within the program.



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5.1.2 Stand-Alone Courses: Courses which are not part of an approved certificate program and which meet the requirements of 200.6 shall be approved by a college chief instructional officer designated by the college president, and reported to the college board of directors as an information item (i.e., not requiring approval) in the next regularly scheduled meeting after approval by the instructional officer. Documentation specified in 200.8 shall be retained on file by the college.

5.2 Program Certificates

5.2.1 College Board of Directors Approval: College programs and substantive changes to approved programs shall be approved by the college board of directors based on the requirements of 200.6. For programs that are less than 900 hours and are not eligible for federal financial aid, final approval is delegated to the college board, and the programs may be implemented immediately upon college board and any required accreditation approval.

5.2.2 College Board Approval Documentation: For programs and substantive changes approved by the college board of directors, documentation specified in 200.8 shall be forwarded to the UCAT Commissioner for review and inclusion in UCAT program inventories.

5.2.3 UCAT Commissioner Approval: College programs that are 900 hours or longer or are seeking federal financial aid eligibility, and substantive changes to these programs, which have been approved by the college board of directors shall be submitted to the UCAT Commissioner for approval. If the Commissioner concurs that the proposal meets the agreed-upon UCAT criteria established by the Board of Trustees as provided in 200.6, he or she shall approve the request within five working days. If the Commissioner does not concur that the proposal meets the agreed-upon criteria, the proposal shall be returned to the college with comments, and the college may resubmit the proposal once identified adjustments are made. For financial aid-eligible programs, final approval is delegated to the UCAT Commissioner, and the programs may be implemented immediately upon UCAT Commissioner approval.

5.2.4 Board of Trustees Information: Programs and substantive changes approved by the UCAT Commissioner under 200.5.2.3, documentation specified in 200.8 shall be submitted to the UCAT Board of Trustees in their next regularly scheduled meeting as information items.

5.2.5 Non-Substantive Changes: Program changes less than the 25% referenced in 200.4.5 shall be approved by a college chief instructional officer designated by the college president. Relevant updates to the documentation specified in 200.8.1 and 200.8.2 shall be forwarded to the UCAT Commissioner for inclusion in UCAT program inventories.



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5.3 Reporting of Secondary Students' Activities: Secondary Students' educational activities or experiences shall be reported in college data summaries insofar as their enrollments may provide partial or complete fulfillment of competencies required for completion of a Program Certificate as defined in UCAT Policy 205.7.1. Exceptions to this rule shall be approved in writing by the Commissioner of Technical Education for one of the following reasons:

- 5.3.1 Rural School Exception:** Instruction is occurring in a rural area and would otherwise not occur, should the college cease providing it.
- 5.3.2 Articulation Exception:** Knowledge and/or skills acquired can provide partial or complete fulfillment of competencies required for completion of a Program Certificate offered at another UCAT college.
- 5.3.3 Pathways Exception:** The course provides introductory instruction in a field in which a Program Certificate is offered by the college, as part of an established and documented educational pathway agreement between the college, local public education provider(s), and/or other institution(s) of higher education.

200.6 Criteria for Offering Programs, Certificates, and Courses

Except for courses provided in 200.7, all courses, certificates, and programs offered by a college shall meet the following criteria as determined by the applicable approving entities specified in 200.5.

- 6.1 Course/Program/Certificate Approval:** The course/program/certificate must be approved as provided in 200.5.
- 6.2 Career and Technical Education Mission:** Except as provided in 200.7, the course/program/certificate shall be directly related to meeting the needs of Utah's employers for technically skilled workers by preparing adult and secondary students to enter, re-enter, upgrade to, or advance within current or emerging occupations that generally do not require an associate or more advanced degree, as provided in UCAT Policy 100 (UCAT Mission Statement) and UCA 53B-1-101.5(2).
- 6.3 Program Duplication:** The course/program/certificate shall not unnecessarily duplicate career and technical education programs between the college and another public or higher education institution in the region served by the college, as provided in UCA 53B-2a-112(2), and shall not include credit-based academic programs typically offered by community colleges or other institutions of higher education, as provided in UCA 53B-2a-106(4).
- 6.4 Basic Skills:** The course/program/certificate may offer basic instruction in areas such as reading, language arts, and mathematics that are necessary for student success in a chosen career and technical education or job-related program, as provided in UCA 53B-2a-106(2)(b).



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- 6.5 Course, Program, or Certificate Need/Market Demand:** The course/program/certificate shall meet a documented need by one or more Utah employers for new trained workers or for upgraded employee skills, with the need being sufficient to merit the college resources required.
- 6.6 Occupational Advisory Committee Validation and Support:** An occupational advisory committee shall exist for every program approved by the Council on Occupational Education.
- 6.7 Resource Availability:** The college shall have sufficient financial, capital, and human resources to support the course/program/certificate, and the course/program/certificate need must be sufficient to justify allocation of college resources.
- 6.8 Course Length:** Each course, whether within a program or standing alone, shall be assigned a course length which represents the expected time it would take a typical student to complete the course in a traditional classroom/lab-based format.
- 6.9 Program/Certificate Information:** The program certificate and/or accompanying transcript for each program/certificate shall include a program/certificate title and sufficient detail such that a prospective employer or others viewing it will understand what the student accomplished in earning the certificate.

200.7 Community Interest Courses

A college may offer non-mission-related educational experiences or activities intended to enhance student skills for personal interest and to introduce the community to training opportunities at a college. As provided in UCA 53B-2a-106(2)(c), similar community offerings for these courses must be limited, and the courses must be financially self-supporting through student fees. These courses are not reported to the Council on Occupational Education nor to the state legislature.

200.8 Documentation for Course/Program/Certificate Approval

The following documentation shall be provided for approval of all courses, programs, and certificates, to be submitted and retained as provided in 200.5.

- 8.1 Program/Certificate Description:** Program title, program length, Classification of Instructional Programs (CIP) code, and summary of scope and purpose.
- 8.2 Program/Certificate Outline:** Course numbers, course titles, course descriptions and objectives, course lengths, specializations, emphases, course sequencing, and program structure as relevant.



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8.3 Employer Support

8.3.1 Market Demand/Need: Summary of the criteria specified in 200.6.5, with documentation attached as needed.

8.3.2 Employer Advisory Committee: (Not required for stand-alone courses as defined in 200.5.1.2, although documented employer need/demand as provided in 200.6.5 shall be required.) Summary of the criteria specified in 200.6.6, with references to committee documentation filed with the college.

8.4 Approval: Date and reference to documentation of approval (such as signed memorandum, meeting minutes, etc.) by the person or entity specified in 200.5, with attestation that the relevant criteria specified in 200.6 have been duly reviewed, satisfied, and approved.

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Subject:	Membership Hour Reporting
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201.1 Purpose

The Utah College of Applied Technology Membership Hour Reporting Policy specifies criteria, definitions, and explanations as to how membership hours will be measured, classified, reported, and audited for each UCAT college. Membership hours are a performance indicator measuring college instructional activities.

201.2 Approval

UCAT Board of Trustees approval: June 15, 2005. Revised: June 11, 2008; September 3, 2008. Replaced June 18, 2009. Revised: January 12, 2011; April 25, 2013; September 17, 2015; June 8, 2016; May 18, 2017 (pending).

201.3 References

[UCAT Policy 200](#), Program/Course Approval and Reporting
[UCAT Policy 204](#), Tuition and Fees

201.4 Definitions

- 4.1 **Membership Hour:** A measure of instructional activities provided by a UCAT college. One membership hour equates to sixty minutes of scheduled student instruction.
- 4.2 **Exit Date:** The date on which a student's access to a schedule is officially discontinued as provided in college policy, including graduation, expiration of enrollment, schedule change, withdrawal, etc. For a student who is not documented as having attended any class for ten consecutive full days of scheduled classes, and who has not otherwise exited from nor changed his or her schedule, the exit date from the scheduled class shall be the date of the tenth consecutive full day of absence from all scheduled classes.

201.5 Membership Hour Reporting

Membership hours documented as meeting all of the following criteria shall be reported to the UCAT Commissioner and Board of Trustees. Any course that does not meet all of the following criteria shall not be reported to the UCAT Commissioner and Board of Trustees.

- 5.1 **Enrolled Student:** The hours were accrued by a person documented as having been formally scheduled into a course or program in accordance with college policy.
- 5.2 **Approved Course/Program:** The activity was part of a course/program which was approved in accordance with UCAT Policy 200 (Program/Course Approval and Reporting).
- 5.3 **Mission-related:** The course/program meets the career and technical education mission as specified in 200.6.2.
- 5.4 **In-State:** The course/program offering originated within the State of Utah.



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5.5 Geographic Region: The course/program was not offered outside the geographic area served by the college without a cooperative agreement with the Utah public postsecondary institution assigned to the region in which it was offered, as provided in UCA 53B-2a-106(3)(c), unless it met the criteria prescribed in UCA 53B-2a-106(6). Exceptions are allowed only for online courses provided to students within the State of Utah.

201.6 Measurement of Membership Hours

Membership hours shall be accrued according to the applicable scheduling method:

6.1 Open-exit Schedule: For a schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time, membership hours shall begin on the enrolled student's scheduled start date, and shall accrue up to and including the exit date as defined in 201.4.2.

6.2 Defined-length Schedule: For a schedule that does not meet the criteria of 201.7.1, membership hours shall be reported in the amount of the course length approved for the full course as provided in UCAT Policy 200.6.8. Hours for such schedules shall be accrued on the date the student enrolled as specified in 201.5.1. For a student who does not remain enrolled beyond the course's 100% refund deadline approved and published by the college, zero hours are posted regardless of hours spent or competencies completed.

6.2.1 For a full program that is structured as a defined-length schedule (i.e., hours are accrued in the amount of the program length approved under 200.6.8 on the date a student enrolls), a college shall report only the scheduled instruction delivered up to and including the student's exit date for a student who withdraws from the program after the 100% refund deadline and without graduating (i.e., a college shall discount previously reported hours for students exiting a program early and unsuccessfully).

201.7 Classification of Membership Hours

Reported membership hours shall be classified by student type as follows:

7.1 Secondary Hours: Hours accrued by students who meet the definition of "Secondary Student" provided in 205.5.1.1 during the enrollment period in which hours are accrued.

7.2 Postsecondary Hours: Hours accrued by students not meeting the definition of "Secondary Student" provided in UCAT Policy 205.5.1.1 during the enrollment period in which hours are accrued.



Subject:	Tuition and Fees
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204.1 Purpose

To establish policies for setting tuition and fees to be charged to students attending UCAT colleges.

204.2 Approval

Board of Trustees approval: June 2, 2004. Revised: June 11, 2008. Replaced: September 30, 2010.
Revised: January 12, 2011; October 18, 2012; January 10, 2013; April 25, 2013; April 10, 2014;
June 8, 2016; May 18, 2017 (pending).

204.3 References

- [UCA 53B-2a-106](#), College Campuses — Duties
- [UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees — Powers and Duties
- [UCA 53A-15-301](#), Education Programs for Students with Disabilities
- [UCA 53B-9-101\(2\)](#), Higher Education for Senior Citizens
- [Utah Administrative Code R277-419-4](#), Pupil Accounting
- [Utah Administrative Code R277-705](#), Secondary School Completion and Diplomas
- UCAT Policy 200, Program/Course Approval and Reporting
- UCAT Policy 205, Student Enrollment and Outcome Reporting

204.4 Definitions

- 4.1 Senior Citizen:** Utah residents age 62 and over.
- 4.2 Audit:** No record of competencies is posted to the student’s transcript.

204.5 Secondary Tuition

- 5.1** As prescribed in UCA 53B-2a-106, no tuition is assessed to a secondary student documented according to Policy 205.5.1.1 who is formally scheduled in an approved program (200.4.1) or course (200.4.2).
- 5.2** A secondary student shall not be charged tuition at a UCAT college, regardless of the day or time of the program, through the date that he or she no longer qualifies as a secondary student. Effective on that date, the student shall be considered a postsecondary student and shall be charged the college’s regular tuition rate. For a student whose secondary status changes while enrolled in a defined-length course, the student shall be allowed to complete the course without paying tuition for the remainder of the course.
- 5.3** A referral of a student by a public or private high school shall constitute sufficient documentation of secondary student status for tuition purposes. In the absence of a high school referral, a college shall require evidence that the student qualifies under Policy 205.5.1.1. Colleges shall not require but will encourage and facilitate referral of secondary students through public school districts.



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204.6 Postsecondary Tuition

- 6.1 Postsecondary Tuition:** Low cost tuition, as prescribed in UCA 53B-2a-106(1)(b)(i) and as approved by the UCAT Board of Trustees, shall be assessed to postsecondary students formally scheduled in a program (200.4.1) or course (200.4.2).
- 6.2 Tuition Hearings:** Each UCAT college shall hold a meeting to receive public input and response on any proposed tuition increases. These meetings shall follow the requirements of UCA 53B-7-101.5.
- 6.3 Fiscal Year Effective Date:** Tuition rates shall be effective for all coursework beginning July 1 of the fiscal year for which the rates are approved. Tuition for a defined-length course (201.7.2) shall be calculated and assessed for the complete course at the approved rate for the fiscal year in which the course begins, regardless of whether the final portion of the course occurs in the following year for which a different tuition rate is approved.
- 6.4 Differential Tuition:** Based on extraordinary circumstances, a college board of directors may request that the UCAT Board of Trustees approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new request and approval of the Board of Trustees is required to continue differential tuition rates past June 30 of each year.
- 6.5 Residency Classification:** Because UCAT career and technical education and basic instruction classes are short-term and non-credit, colleges are not required to determine students' state residency classification.

204.7 Senior Citizen Tuition

- 7.1 Senior Citizen Audit Waivers:** Senior citizens shall be permitted to enroll on an audit basis in courses or classes, at any UCAT college, without payment of regular tuition, subject to the following:

 - 7.1.1** Enrollment shall be on a space available basis, as determined by the college, after all students on the course waiting list (excluding programs) have been accommodated. Senior citizens seeking audit waivers shall not be permitted to place their names on course waiting lists.
 - 7.1.2** A minimum administrative fee, as determined by the college, shall be charged to cover the cost of registration, record keeping, and reporting.
 - 7.1.3** All applicable fees shall be charged, as determined by the college.
- 7.2 Payment of Tuition for Certificates:** To receive a program certificate (200.4.3) from any course or program in which he or she is enrolled, a senior citizen shall be required to pay full tuition.



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7.3 Senior Citizen Enrollment Reporting: Senior citizens participating through the audit waiver policy shall be enrolled as senior citizens (205.5.4).

204.8 Fees

8.1 Approval and Assessment of Fees: Fees, as approved by the college board of directors, may be assessed to secondary and postsecondary students and to senior citizens formally enrolled in an approved course or program.

8.2 Notification to Secondary Education Providers: By March 31 of each year, or a later date if agreed to by the district superintendent or charter school or private school chief executive officer and the college president, each UCAT college shall provide written notification of the approved secondary student fee schedule to all secondary education providers in the geographic area served by the college, and to the UCAT Commissioner. The notification shall be provided in the following manner:

8.2.1 The college president shall provide written notification of the approved fee schedule and a list of required text and workbooks to each school district superintendent, to the chief administrative officers of charter/private schools, and to all other secondary education providers in the geographic area served by the college, and to the UCAT Commissioner.

8.2.2 Each local school district representative on the college board of directors shall provide written notification of the approved fee schedule and a list of required text and workbooks to the Board of Education president for the district he or she represents.

8.2.3 If any new programs are added by the college after March 31 of each year, for which a fee and/or text and workbooks have been approved, notification of the approved fee and required text and workbooks shall be provided in the manner described in 8.2.1 and 8.2.2 above.

8.3 Fee Waivers

8.3.1 If a secondary student is fee waiver-eligible, as determined by the local school district or charter school, a UCAT college shall waive the eligible fees for that student.

8.3.2 Reimbursement for fee waiver-eligible students' fees may be negotiated between individual UCAT colleges and local districts and charter schools.

204.9 Refunds

All UCAT colleges shall have a tuition and fees refund policy which meets, at a minimum, Council on Occupational Education requirements.



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205.1 Purpose

To specify criteria, definitions, and processes for college and system student enrollment and outcomes data collection and reporting.

205.2 Approval

UCAT Board of Trustees approval: April 10, 2014. Revised: June 12, 2014; June 11, 2015; September 17, 2015; June 8, 2016; September 14, 2016. Replaced: May 18, 2017 (pending).

205.3 References

- [UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
- [HB 2 \(2014 Legislative Session\)](#), New Fiscal Year Supplemental Appropriations Act, Lines 1391-1534 Intent Language
- [UCA 53A-15-301](#), Education Programs for Students with Disabilities
- [UCA 53B-9-101\(2\)](#), Higher Education for Senior Citizens
- [Utah Administrative Code R277-419](#), Pupil Accounting
- [Utah Administrative Code R277-705](#), Secondary School Completion and Diplomas

205.4 Provision of Data

A UCAT college shall provide student enrollment and outcomes data to the Office of the Commissioner, according to schedules and procedures outlined in the Data Dictionary (205.9) and periodic directives from the Commissioner of Technical Education. These data shall be used for legislative reporting, institutional research, and other priorities of the Office of the Commissioner and the Utah College of Applied Technology.

205.5 Classification and Conditions of Student Enrollment

An individual enrolling at a UCAT college shall be classified, documented, and reported in the most applicable of the following student enrollment categories at the time of his or her enrollment, and shall be subject to any conditions of enrollment specified for that category. A student's enrollment category shall apply for the duration of the enrollment period specified for his or her enrollment category in 205.5.1, 205.5.2, 205.5.3, or 205.5.4, and shall end upon his or her graduation or non-graduation as defined in 205.6.2 and 205.6.3. A student's enrollment category, once established as correctly representing the classification that applied at the time he or she began enrollment, shall not be changed for any portion of the specified enrollment period for that category without the student's express consent.

- 5.1 Secondary Student:** A student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419. The enrollment period for a secondary student shall be the period of time defined by his or her home high school as qualifying for a minimum increment of high school credit (e.g., term, trimester, semester, etc.), beginning with the first day of enrollment in the time period and ending on the last day of the time period.



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- 5.1.1 Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED).
- 5.1.2 Except as provided in 205.5.1.3, the student shall be no more than 18 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college.
- 5.1.3 A student who does not meet the age requirement specified in 205.5.1.2 shall be considered a secondary student if:
 - (a) The student is documented as a retained senior (as specified in R277-419-2(27)) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college; or
 - (b) The student meets the definition of a student with a disability under UCA 53A-15, part 3, and is no more than 21 years of age on or before September 1 of the fiscal year in which he or she is enrolled at the college. For a student turning 22 after September 1 but prior to December 31, his or her classification as a secondary student shall extend to the beginning of the college's winter holiday or until the student no longer qualifies under 205.5.1.1(a). For a student turning 22 after December 31, his or her classification as a secondary student shall extend to the end of the fiscal year or until the student no longer qualifies under 205.5.1.1(a).
- 5.1.4 Application of this policy shall be limited to determination of student enrollment classification, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by the college admission policy.

5.2 Students Enrolled in COE-Accredited Training

- 5.2.1 **Certificate-seeking Student:** An individual enrolled at a UCAT college who is not a secondary student (205.5.1), who is enrolled in an approved program (200.4.1), and who has indicated intent to complete a program certificate (200.4.3). The enrollment period for a certificate-seeking student shall be the duration of his or her program of enrollment, beginning with the first day of enrollment in the program and ending on the date that he or she graduates or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.
- 5.2.2 **Job Upgrade Student:** An individual enrolled at a UCAT college who is not a secondary student and who is enrolled in courses that are part of an accredited program and that are designed to enhance existing knowledge and skills, offered



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with the goal of providing persons in specific occupations the credentials, knowledge, and skills necessary for career advancement (as opposed to maintaining one’s current occupation). The enrollment period for a job upgrade student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

5.3 Continuing Occupational Education Student: An individual who is not a secondary student, who is enrolled at a UCAT college in educational activities or experiences that are approved by the college instructional officer, do not lead to a credential, and are designed to assist in the development of knowledge and skills with the goal of maintaining one’s current professional occupation (as opposed to advancing one’s career). Continuing Occupational Education students are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. The enrollment period for a Continuing Occupational Education student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course or withdraws. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.

5.4 Students Enrolled in Other Training: Individuals who are not secondary students, who are enrolled in mission-related educational activities or experiences that do not fit into one of the above categories (205.5.1-3). Students enrolled in other training include those who are unemployed and seeking short-term training to re-enter the workforce, students enrolled in basic skills instruction (200.6.4), senior citizens enrolling under an audit waiver (204.7), and students enrolled in accredited programs or Continuing Occupational Education for personal interest unrelated to a career. The enrollment period for a student enrolled in other training shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date of completion or withdrawal as defined in 205.6.1.4. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.

205.6 Student Graduation

A UCAT college shall document, classify, and report every certificate-seeking and secondary student who was enrolled during a given reporting period with one of the following outcome types for each program in which he or she was enrolled.

- 6.1 Still Enrolled:** A student who has not yet exited from the program (either through graduation or withdrawal) in which he or she is enrolled at the end of the reporting period.
- 6.2 Graduate:** A student who is not still enrolled, who has demonstrated the competencies required for a certificate in an approved program and has been awarded a program certificate on his or her transcript.



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6.3 Non-graduate: A student who has exited from his or her program without qualifying as a graduate.

205.7 Credentials

A UCAT college shall document and report the following metrics of program certificate attainment:

- 7.1 Program Certificate:** A program certificate (200.4.3) may be issued only to students in the secondary or certificate-seeking enrollment categories specified in 205.5 who qualify for the certificate. A credential awarded for a program that has been approved in accordance with 200.4.1 and is reported as an “Occupational Upgrade Program” for accreditation purposes is considered a Program Certificate.

 - 7.1.1** A college shall report a student’s certificate attainment only upon the student’s exit from a distinct program (i.e., graduation or withdrawal).
 - 7.1.2** For students issued more than one credential in a single program, the college shall report only the highest award attained (i.e., the certificate requiring the greatest number of membership hours).
 - 7.1.3** When reporting a college’s total credentials awarded, a college shall sum all of the highest awards attained by distinct students from distinct programs (subject to the reporting provisions of 205.7.1.1 and 205.7.1.2).
 - 7.1.4** When reporting a college’s total number of students who received awards, the number shall include only the number of distinct students who received any awards (subject to the reporting provisions of 205.7.1.1 and 205.7.1.2), and shall not reflect multiple certificates attained by a single student in multiple programs.
- 7.2 Weighted Average Certificate Length:** The average length of all program certificates (205.7.1) awarded and reported during a reporting period.

 - 7.2.1** Weighted average certificate length is calculated by totaling the program lengths (expected completion time as approved in Policy 200.7.1) for all program certificates that were awarded to students and reported during the reporting period, and dividing it by the total number of program certificates awarded and reported. Example: Web (1170) + CNA (120) + Auto (630) + CNA (120) = 2040 hours ÷ 4 certificates = 510 weighted average.
 - 7.2.2** The weighted average certificate length shall be included in all reporting of program certificate attainment, including counts of credentials awarded, graduation rates, costs per certificate, etc.



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205.8 Student Placement

For each certificate-seeking student from a distinct program during a reporting period, a UCAT college shall classify and report the most applicable of the placement categories (i.e., placed, unplaced, not seeking employment, or not applicable) provided under the current year’s policies and procedures published by the Council on Occupational Education.

205.9 UCAT Data Dictionary

The Office of the UCAT Commissioner shall provide specifications to the colleges in the form of a UCAT Data Dictionary detailing definitions and processes for the consistent application, collection, submission, and reporting of data elements as shall be required by this policy, the UCAT Board of Trustees, the Commissioner of Technical Education, and other UCAT stakeholders. The Data Dictionary and revisions thereto shall be approved annually by the UCAT Board of Trustees prior to the fiscal year for which it is applicable, or during the year if needed.

205.10 College Data Submission and Certification

A UCAT college shall submit data to the Office of the UCAT Commissioner from its student information system in accordance with the UCAT Data Dictionary or as required by the Office of the UCAT Commissioner. Following the conclusion of each fiscal year, a college shall have final data submissions certified and formally approved as specified in this section, and as shall be detailed in the UCAT Data Dictionary.

10.1 Preliminary Year-end Data Submission: The college preliminary year-end data submission shall include enrollment (headcount and membership hour), certificate, and placement data for all students enrolled during the complete fiscal year reporting period of July 1 through June 30, and shall be submitted by July 31 (31 calendar days after the fiscal year end).

10.1.1 College President Review and Certification: Each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end data submission, and shall provide written certification that to the best of the president and his or her staff’s knowledge, the college data:

- (a) Are complete and accurate, and in agreement with UCAT summaries of the data; and
- (b) Comply with the criteria outlined in UCAT Policies 200, 201, and 205, and any local college policies.

10.1.2 College Board of Directors Notification: The college president’s data review and certification of the preliminary year-end data submission shall be presented to the college board of directors in an official board meeting as an information item not requiring approval.



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- 10.1.3 UCAT Board of Trustees Approval:** The Office of the UCAT Commissioner shall review each college president's certification of the preliminary year-end data submission, and the UCAT Commissioner shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting by September 30.
- 10.1.4 Data Use and Publication:** Upon approval of the college preliminary year-end data submissions and certification by the UCAT Board of Trustees, the data shall be clearly designated as preliminary for publication in reports pertaining to the fiscal year, pending the final year-end data submission (205.10.2).
- 10.2 Final Year-end Data Submission:** The college final year-end data submission shall include updated completion and placement data for all students who appeared in the certified preliminary year-end data submission, and shall be submitted five business days after the COE annual report deadline in December.
- 10.2.1 College President Review and Certification:** Each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college final year-end data submission, and shall provide written certification to the UCAT Commissioner at least one week prior to the January UCAT Board of Trustees meeting that the final year-end data, to the best of the president and his or her staff's knowledge:
- (a) Are complete and accurate, and in agreement with UCAT summaries of the data; and
 - (b) Comply with the criteria outlined in UCAT Policies 200, 201, and 205, and any local college policies.
- 10.2.2 College Board of Directors Approval:** The college president's data review and certification of the final year-end data submission shall be presented to the college board of directors as an action item for approval in the next scheduled board meeting after the certification is completed, preferably prior to the first regular-scheduled meeting of the UCAT Board of Trustees in the new calendar year.
- 10.2.3 UCAT Board of Trustees Approval:** The Office of the UCAT Commissioner shall review each college president's certification, and the UCAT Commissioner shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting in January.
- 10.2.4 Data Use and Publication:** Upon approval of the certified college final year-end data submission by the Board of Trustees, the data shall be designated as official for publication in all reports pertaining to the fiscal year. Summaries of this data shall be published as a supplement to preliminary reports.