



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 resource commitment.

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.

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 resources committed by a UCAT college to an enrolled student. One membership hour equates to sixty minutes of scheduled instruction.
- 4.2 **Scheduling Method**
 - 4.2.1 **Open-Exit Schedule:** A schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time.
 - 4.2.2 **Defined-Length Schedule:** A schedule, identified in advance by the college for a specific course offering, with a course length approved as provided in UCAT Policy 200.6.9 (Program/Course Approval and Reporting) which is offered in one of the following two formats:
 - (a) Students complete competencies in a course with a predetermined completion date and a fixed number of hours (as with a lock-step course), or
 - (b) The college provides the student with access to any portion of the course's instructional resources at times during which access is not verified (as with an online or blended course).
- 4.3 **Exit Date:** The date on which a student's access to a schedule is officially discontinued as provided in college policy, including completion, expiration of enrollment time, 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



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from the 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 Budget-Related Membership Hours

Membership hours documented as meeting all of the following criteria shall be reported to the UCAT Commissioner and Board of Trustees as budget-related. Other membership hours not meeting these criteria shall be reported as self-support.

- 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 **Not Community Interest:** The course/program was not a community interest course as defined in 200.6.3.
- 5.4 **In-State:** The course/program offering originated within the State of Utah.
- 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).
- 5.6 **Provided by the College:** The college must make an appreciable resource contribution to the course/program (time, effort, money, employees, facilities, expertise, or other resources). This criterion is subjective in nature and shall take into consideration payment of instructional costs, location of instruction, ownership of instructional facilities, employment arrangements of instructors, availability of instruction to the general public, and other relevant factors. The materiality of each factor shall be considered in determining whether instruction was provided by the college. Materiality shall be based on qualitative aspects, relativity, and professional judgment.

201.6 Measurement of Membership Hours

Membership hours shall be accrued in accordance with the instructional resources committed by the college according to the applicable scheduling method.

- 6.1 **Open-Exit Schedule:** For an open-exit schedule as defined in 201.4.2.1, 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 201.4.3.
- 6.2 **Defined-Length Schedule:** For a defined-length schedule as defined in 201.4.2.2, membership hours shall be reported in the amount of the course length approved for the



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full course on the date the student enrolled as specified in 201.5.1. For a student who does not remain enrolled beyond the course withdrawal deadline approved and published by the college, zero hours are posted regardless of hours spent or competencies completed. This method of membership hour measurement applies only to individual courses, and shall not be applied to programs.

201.7 Classification of Membership Hours

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

- 7.1 **Secondary Student:** For hours accrued by students who qualified under the definition provided in UCAT Policy 204, "Definition of Secondary Student for Tuition Purposes", during the time the hours were accrued.
- 7.2 **Postsecondary Student:** For hours accrued by students not meeting the definition provided in UCAT Policy 204 during the time the hours were accrued.