



Subject:	Student Enrollment and Outcome Reporting
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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.

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.