

BATC Policy Manual Changes

The policies with edits can be found at batc.edu/about-us/governing-board/board-meetings. Please note that items deleted will be indicated by strikethrough and changes/additions are colored red.

Policy #	Policy Name	Why Changing
100.101	Authority & Brief History	Section 101.1 – added the word “UTAH” after Logan in the BATC Address.
100.102	Creation of the Utah College of Applied Technology, Bridgerland Applied Technology College, and their Relationship to other Applied Technology College Campuses	Section 102.1 – policy changes caused by changes in the Utah Code. Title 53B-2a updates are incorporated into the policy. The changes fall under the heading President [UCAT]-Appointments-Duties.
300.327	Intellectual Property, Creative Works, and Copyrights	Section 327.5.4 Added Section 327.5.4-Penalties. Financial Aid Disclosure rules require a policy statement on penalties for copyright infringement.
300.337	Health and Safety Plan	Title Change; Section 337.2.1 clarification of who is covered by the plan; 337.2.6-Hazardous Areas-new section; 337.2.8 added investigation to the title of this section; 337.3.2 added “critical incident committee annually reviews all accidents.”
300.338	Bloodborne Pathogens - Employee	Section 338.1 changed policy section to “Purpose,” added clarifying words; 338.2 added the word “Policy” to the title of this section; 338.3 added clarification to the procedures.
500.500a	Media Services	Section 500A.1 changed title to “Scope & Availability”; 500A.2 changed title to “Educational Materials,” along with adding the words “current and relevant”; eliminate Section(s) 500A.2, 500A.3, 500A.4, & 500A.5 for redundancy.
500.530	Criminal Background Investigations for Students and Employees	Title-Combined both Employee and Student Criminal Background requirements into a single policy, Section 530.2 Complete re-write, Section 530.3 “Procedures” added clarifying steps and words.
500.575	Information Systems (IS) Data Security	Section 575.5 Backup Procedures-added name of appliance being used for backups; Section 575.8 new section: Risk Mitigation.
500.590	Physical Facilities, Technology Infrastructure Operation, and Maintenance Plan	Title Change: added Technology Infrastructure to Operation and Maintenance of Facilities Plan. Section 590.1 - added the Purpose section to this policy; Section 590.2 Definitions - added definitions for DFCM, Building Board, Capital Development Projects, Capital Improvement Projects, and UEN; Section 590.3 Operation and Maintenance- added Maintenance Work Order System; added the Legislative Request Process for Facilities; 590.3.2 - added Technology Infrastructure Section to include UEN services and responsibilities.
600.604	Admissions, Enrollment, & Registration	Jenzabar changes – 90 days vs 360 hours (Note-This policy doesn’t have anything to do with 90 days vs. 360 hours. At least, it isn’t written into this policy yet.) Jenzabar changes – minor terminology changes to be consistent across BATC.
600.605	Registration	Put this policy into 600.604.
600.606	Tuition, Fees, and Other Charges – Refund Policy-Return of Unearned Tuition, Fees, and Other Charges	New title for this policy; Section 606.1 Purpose - added a purpose section; Section 606.2 - added clarifying language and separated Certificate Seeking and Short-Term; Added additional sections: Section 606.3 Relationship between BATC Charges/Refunds and Title IV Funds, Section 606.4 Return of Title IV Funds, Section

		606.5 Procedures.
600.608	Student Grievance	Section 608.3 Procedures - added minor clarifying words.
600.609	Student Rights and Responsibilities	Section 609.2 Procedures – Financial Aid disclosures (added reasons for dismissal list from BATC website that was not in policy)
600.611	Copyright	Entire Policy is new
600.612	Sexual Misconduct	Entire Policy is new. UCAT is working on a System Wide Policy that will replace this policy when it becomes available.
600.620	Leave of Absence	Completely re-written and updated due to procedural changes caused by Jenzabar Implementation.
600.641	Bloodborne Pathogens – Students	Section 641.1 – changed policy section to “Purpose,” added clarifying words; 641.2 added the word “Policy” to the title of this section; 641.3 added clarification to the procedures
600.650	Student Privacy – Records	Section 650.1 changed policy section to “Purpose”; 650.2 added Definitions and Financial Aid disclosure requirements (GRAMA, FERPA)
600.690	Student Transfer	Section 690.2 Articulations and Agreements – Financial Aid disclosure requirements (current articulations)
600.691	Student Follow-up and Placement Plan	Section 691.3 Student Satisfaction Survey - modernized the survey process with an email version; Section 691.4 Student Follow-up, Training Outcome form and student services follow up process. Updates are for COE
600.692	Student Records Access Procedures	Section 692.1 added Definitions – FERPA, Financial Aid disclosures (how to correct records); Section 692.2.3 Right to Consent Disclosure; Section 692.2.3.1 Disclosure to School Officials; Section 692.1.4 Right to File Complaints
600.693	Student Services Personnel Evaluation Plan	Section 691.1 strikethrough; Section 692.2, Information Sources, eliminate suggestion boxes.
600.695	Work-Based Activity Plan	This entire plan is new. It is in response to COE requirements.
600.696	BATC Summer “Free Start” Scholarship	Changes were made to every section for Jenzabar processes.
700.702	Grades/Ratings and Courses	New Title, Section 702.1 added the word “ratings”; Section 702.2 Change of Grade/Rating - added Vice President for Students Services or the appropriate Vice President for Instruction to the appeal process; Section 702.3 Incomplete Grades - added clarification of an “I” for incomplete grade; Section 702.4 Drop and Withdrawal Grades - clarified difference between “W” and “F” grades for withdrawal and fail; Section 702.6 Repeating a Course - added clarification. Financial Aid disclosures – grades and ratings
900.901	Technology Enhanced Instruction — Purpose and Overview	901.2 Distance Education – updated and added clarification; added 901.2.7 Contracted Courseware definition.
900.902	Academic Standards	902.4 Course Evaluation eliminated.
900.903	Learning Management Systems	903.2 added definitions and clarification to the rest.
900.904	Online Course Development	904.3 added standardized template information and 904.3.2 Contracted Courseware definition.
900.905	Technology Enhanced Instruction Learning Management System Service License	The learning management system is cloud-based so it is no longer housed at UEN. Policy not needed.
900.906	Technology Enhanced Instruction Course Evaluation	Course evaluations are done at the program level. No longer needed.
900.910	Technology Enhanced Instruction Web Site	Minor changes for clarification.