

OGDEN-WEBER TECHNICAL COLLEGE	Number 530.6	Effective Date 6/15/00 Revised 7/1/23 7/1/24 2/6/25	Page 1 of 1
POLICY		Approval: President’s Cabinet	
Title <p style="text-align: center;">SCHEDULE CHANGES, LEAVE OF ABSENCE, AND OTHER LEAVE</p>			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide students with a procedure for schedule changes and to take a leave for personal reasons, military duty, jury duty, and covered Title IX pregnancy or birth-related medical leave from the College.

2. POLICY

It is the policy of the College to provide program-eligible students with an opportunity to make schedule changes or take leave from the College.

3. DEFINITIONS

3.1 Schedule Change: Any changes to a student’s course schedule

4. REFERENCES

- Ogden-Weber Technical College Admissions, Schedule Reactivation, and Withdrawals policy (#530.7)
- Ogden-Weber Technical College Student Tuition, fees, and Refunds policy (#530.9)
- Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C.1681

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1. Schedule Change Procedures

- 1.1 Students may make schedule changes if:
- 1.1.1 upon verification of the instructor, the student completes a course.
 - 1.1.2 they have an approved change of program.
 - 1.1.3 they are high school students with a new authorization, moving to a new semester/summer schedule, or transitioning to adult enrollment.
 - 1.1.4 they experience extenuating circumstances that necessitate a change and meet with their program counselor for authorization.
- 1.2 Students should be scheduled to start the next course within one week from the end date of the previous course.
- 1.3 Students who end their course schedule after the tuition refund period and prior to completion will be responsible to repay for that course upon rescheduling

2. Personal Leave

- 2.1 Students may take a leave of absence (LOA) for personal reasons. Students are given three one-week LOAs per fiscal year. Unused weeks are not carried over to the next fiscal year.
- 2.1.1 A student is not charged tuition during a LOA. Unused days cannot be carried over into the next fiscal year.
- 2.2 To take a LOA, students must be enrolled in a course/program that allows a LOA and complete a LOA request.

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2.3 Students failing to return to their course schedule when their LOA has expired may be responsible for any incurred charges including paying for the course in full upon rescheduling.

3. Military Training Leave

Students shall provide written notification, e.g. military orders, to Admissions Office personnel to request a military leave of absence. The notification must indicate the beginning and concluding dates of required military leave. Students returning within six months will be given any remaining time on their course(s). Students returning after six months will be responsible to repay for the course in full upon rescheduling.

4. Jury Duty Leave

Students shall provide written verification of the time served on jury duty within five school days from the last day served. Their schedule shall be removed retroactively for their days on active jury duty at no cost.

5. Birth or Adoption of a Child

Students may be provided up to 12 weeks of leave for the birth of a child or placement of a child with them for adoption or foster care, and to bond with the newborn or newly placed child. To initiate leave, students shall contact their program counselor in advance. Due to the nature of some programs, extended leave may not be permitted. Students are responsible for ensuring that their sponsor (including federal financial aid) will approve an extended leave.

6. Title IX Pregnancy and Birth-related Leave

5.1 Pregnant students, students who give birth, or students who have had a pregnancy end may take time off from school related to their pregnancy.

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- 5.2** Students shall not be penalized for taking leave related to pregnancy or childbirth, and all reasonable measures shall be taken to ensure they are able to return to school in the same status they held before taking leave.
- 5.3** The amount of time the student may take off school will be determined by the medical documentation provided.
- 5.4** To initiate pregnancy or birth-related leave, the student must contact the Deputy Title IX coordinator or the student services director.
- 5.5** Advance notice is preferred when the student needs to be absent from school for a pregnancy or birth-related matter. When advance notice is not possible, documentation shall be accepted up to one week after the inciting incident. Documentation received after one week shall be evaluated on a case-by-case basis, and pregnancy/birth-related leave cannot be guaranteed.