
Policy # 5106

Policy Title: SVHEC TRAINING PROGRAM PROGRESSION

Responsible Oversight Director: Chief Workforce Development Officer

Date of Current Revision: February 2019

A. PURPOSE

This policy provides guidelines and requirements for progression by the SVHEC training program participant/trainee through the SVHEC training program in which he/she is enrolled.

B. AUTHORITY

Virginia Code [Section 23.1-3122](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

Course - A subset of a program of training for which an applicant may enroll independent of other courses making up the program. Each SVHEC training program course in which an SVHEC training program participant/trainee enrolls will be listed on his/her SVHEC Official Record of Training.

Grade - An evaluation of an SVHEC training program participant/trainee's performance in an SVHEC course.

Grading System - A system of applying standardized measurements of varying levels of achievement in a course.

Non-voluntary withdrawal - Termination of an SVHEC training program participant/trainee's enrollment in an SVHEC program, as decided upon by the program coordinator for due cause.

Probationary Period - A period of testing and trial to ascertain an individual's fitness.

Progression - Advancing through the training program while maintaining satisfactory levels of achievement based on stated program requirements made available to SVHEC training program participant/trainees in writing prior to the first class meeting.

Requirement - That which is necessary or compulsory. SVHEC training program requirements are those activities and/or conditions, which, must be fulfilled for successful program completion.

Satisfactory Progress - Forward movement through the SVHEC training program achieved by meeting minimum stated standards.

SVHEC Training Program - Any workforce training course, class, workshop or set of multiple courses, classes, and workshops for which SVHEC training program participant/trainees enroll with the Southern Virginia Higher Education Center. This does not include programs, classes, courses, or workshops for which SVHEC training program participant/trainees are enrolled via an SVHEC education or training partner.

SVHEC Training Program Participant/Trainee - Individual who enrolls in an SVHEC training program.

Syllabus - Each course will have a syllabus that provides written information about the goals and requirements for the course, the nature of the course content, and the methods of evaluation including attendance. The course syllabus is a general plan for the course. Any deviations will be announced to the class by the instructor as necessary

SVHEC Training Program Information Packet - The collection of explanatory materials and forms provided to SVHEC training program participant/trainees at the start of the program. Program details, such as course syllabus, course schedule, cost and refund policy, prerequisites, eligibility requirements, course description, rules and expectations, and grading and attendance policies are included. Forms to be completed and signed by SVHEC training program participant/trainees, including the SVHEC Training Program Participant Agreement, are also a part of the SVHEC Training Program Information Packet.

SVHEC Training Program Participant/Trainee Agreement - Document signed by SVHEC training program participant/trainees agreeing to conditions set forth for enrollment in an SVHEC training program.

No SVHEC training program participant/trainee will be enrolled without having a signed SVHEC Training Program Participant Agreement in place.

Unsatisfactory Progress - Cessation of progress toward program completion due to failure to meet minimum stated standards.

Voluntary Withdrawal - Leaving a program by choice before completion of the program.

D. SCOPE

This policy applies to all members of the SVHEC Community (SVHEC Board members, SVHEC staff and instructors, SVHEC education and training partner staff and instructors, SVHEC partner- enrolled students, SVHEC training program participant/trainees, and visitors) unless a specific policy states otherwise, and specifically applies to all individuals, including SVHEC staff, who enroll in fee-based training programs offered by the SVHEC. The website <http://www.svhec.org/svhec-policies> is the official location of SVHEC policies.

E. POLICY STATEMENT

Participants enrolled in any SVHEC training program are expected to adhere to attendance and conduct requirements and fulfill all stated performance requirements.

Attendance

Attendance guidelines and requirements are stated in the SVHEC Training Program Information Packet which will be provided to the SVHEC training program participant/trainee for the program in which he/she is enrolled. In general, if an SVHEC training program participant/trainee must be absent from class it is his/her responsibility to communicate with the instructor regarding missed assignments and make- up work. SVHEC training program participant/trainees must also fulfill any additional attendance requirements set forth in the SVHEC Training Program Information Packet, such as notifying the instructor of a planned absence or providing documentation for the reason for an absence.

Conduct

Participants enrolled in any SVHEC training program must adhere to SVHEC Policy #5101 *Code of Conduct* (www.svhec.org/svhec-policies).

Performance

SVHEC training program participant/trainees must maintain a satisfactory performance level as outlined and set forth in the SVHEC Training Program Information Packet. Notification of satisfactory/unsatisfactory progress will be provided to the SVHEC training program participant/trainee during the program.

Failure to Comply with Program Requirements

Any SVHEC training program participant/trainee who fails to maintain minimum program requirements will be required to meet with the program coordinator and/or instructor and may be subject to a probationary period or non-voluntary withdrawal. Failure to adhere to remediation actions outlined during the meeting within the specified timeframe may result in non-voluntary withdrawal from the program.

Code of Conduct Violation

Any SVHEC training program participant/trainee found to be in violation of the SVHEC *Code of Conduct* may, depending on the nature of the offense, be subjected to sanctions proportionate to the offense, including, but not limited to, suspension or dismissal from the SVHEC training programs, banned from the SVHEC premises temporarily or indefinitely, a written reprimand, or written counseling.

Non-Voluntary Withdrawal, Suspension, or Dismissal

In the case of non-voluntary withdrawal, suspension, or dismissal, program fees paid by the SVHEC training program participant/trainee will not be refunded. The SVHEC training program participant/trainee may be responsible for repayment of scholarship or grant payments or obligations made on his/her behalf if he/she is non-voluntarily withdrawn, suspended, or dismissed from a program.

The SVHEC training program participant/trainee may appeal the decision for non-voluntary withdrawal, suspension, or dismissal in writing to the SVHEC Complaint/Grievance Committee (see Complaint/Grievance Process below).

Voluntary Withdrawal

SVHEC training program participant/trainees may request voluntary withdrawal from a training program by submitting the request in writing to the program coordinator. Refunds requests for program payments are subject to SVHEC Policy #5108 and approval by the SVHEC Chief Finance & Operations Officer (CFOO).

SVHEC Complaint/Grievance Process

Any applicant to or participant enrolled in an SVHEC training program who wishes to protest an action taken in relation to his/her application to or enrollment in the program, including non-voluntary withdrawal, suspension, or dismissal may file a complaint/grievance and request a hearing by the SVHEC Complaint/Grievance Committee by completing and submitting the SVHEC Complaint/Grievance Form; see www.svhec.org/svhec-policies/complaintgrievance-process.

F. RELATED INFORMATION

SVHEC Policy #5101 *Code of Conduct*;

SVHEC Policy #5108 *Program Payment, Refunds, and Delinquent Accounts*; and

SVHEC *Complaint/Grievance Process* (www.svhec.org/svhec-policies/complaintgrievance-process).

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Nettie L. Simon-Owens

Responsible Oversight Director's Signature

10/1/2016

Date

Executive Director – Provisional Approval of Policy:

Betty A. Adams

Executive Director's Signature

10/1/2016

Date

Date of Presentation to Board of Trustees: December 6, 2017

Board Action: Approve the Policy

Reject the Policy

Matthew M. Cowan

Chairman's or Designee's Signature

12/6/2017

Date

Policy Creation Date: October 1, 2016

Last Revision Date:

Scheduled Review Date: October 1, 2021

POLICY HISTORY (Revision of Policy)

Nettie A. Simon-Owens
Revisions Author's Signature

2/21/2019
Date

Nettie A. Simon-Owens
Responsible Oversight Director's Signature

2/21/2019
Date

Executive Director – Provisional Approval of REVISED Policy:

Betty H. Adams
Executive Director's Signature

April 19, 2019
Date

Does this policy need to go before the Board for this 2019 revision approval?

Yes

No

Brenda Jemy
CFOO Signature

4/19/19
Date

Policy Creation Date: October 1, 2016

This Revision Date: February 2019

Scheduled Review Date: February 2024