

**Policy # 5107**

**Policy Title: SVHEC TRAINING PROGRAM COMPLETION**

**Responsible Oversight Director: Chief Workforce Development Officer**

**Date of Current Revision: February 2019**

---

**A. PURPOSE**

This policy provides guidelines and requirements for completion of SVHEC training programs.

**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

**Completion** - Completion of an SVHEC training program is defined as having adhered to and fulfilled stated program requirements as determined by the instructor, including but not limited to attendance, assignments, assessments, and performance requirements, within the stated program period.

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

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

**Module** - Subset of related course objectives recognized as a separate section of a program or 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 which are made available to SVHEC training program participant/trainees in writing prior to the first class meeting.

**Re-Enrollment** - Acceptance of a previously withdrawn SVHEC training program participant/trainee who is required to complete the application process for the program in which he or she was enrolled.

**Re-Instatement** - Acceptance of a previously withdrawn SVHEC training program participant/trainee back into the same training program without requiring the SVHEC training program participant/trainee to reapply.

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

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

**Workforce Credential** – Industry recognized, portable, and third-party validated certification, occupation license, or other notice of assessed competency.

#### **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 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**

##### **COMPLETION**

An SVHEC training program participant/trainee must meet the minimum stated program requirements within the program period to be considered as having completed the training program; any participant who is non-voluntarily withdrawn from the program for academic reasons or suspended or dismissed for disciplinary/conduct reasons will not be considered as having completed the program.

### ***Record of Training***

The SVHEC will establish an Official Record of Training for all participants who enroll in a SVHEC training program. If an SVHEC training program participant/trainee withdraws, is dismissed, or fails to complete the training program, this will be noted on the Official Record of Training. If an SVHEC training program participant/trainee has not satisfied all financial obligations to the SVHEC, he/she is not entitled to receive the Official Record of Training.

The SVHEC training program participant/trainee's Official Record of Training will be retained by SVHEC indefinitely and additional copies will be provided to the SVHEC training program participant/trainees who submit a *Request for Official Record of Training* form to the program coordinator, provided the participant does not have outstanding financial obligations to the SVHEC. The provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and implementing regulations, 34 C.F.R. Part 99, shall govern access to and release of the Official Record of Training and other education records.

### ***Re-enrollment/Re-instatement***

SVHEC training program participant/trainees who do not complete a program in the stated program period and seek to re-enroll must submit a re-enrollment request in writing to the program coordinator. *Exception:* SVHEC training program participant/trainees who are called into active military duty during their enrollment will be re-instated in the same program of study without having to re-apply for admission, provided they give notice of intent to return during the new enrollment period and it is within three years of their completion of the period of military service.

After reviewing the request, the program coordinator will notify the SVHEC training program participant/trainee in writing of the decision and whether the participant must complete some or all of the program application. The SVHEC training program participant/trainee must pay any outstanding balances due to the SVHEC before being accepted for re-enrollment in any SVHEC training program. The program coordinator's decision on re-enrollment requests is final.

### ***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 may file a complaint/grievance and request hearing by the SVHEC Complaint/Grievance Committee by completing and submitting the SVHEC Complaint/Grievance Form; see [www.svhec.org/svhec-policies/complaint-grievance-process](http://www.svhec.org/svhec-policies/complaint-grievance-process).

**POLICY HISTORY**

\*\*\*\*\*

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

*Nettie A. Simon-Owers*

Responsible Oversight Director's Signature

10/1/16  
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

*Mathe 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)**

\*\*\*\*\*

*Nette Adams-Owens*  
Revisions Author's Signature

*2/21-2019*  
Date

*Nette Adams-Owens*  
Responsible Oversight Director's Signature

*2/21-2019*  
Date

**Executive Director – Provisional Approval of **REVISED** Policy:**

*Betty 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****