



Workforce Program Completion Requirements

1. PURPOSE

This policy statement establishes course completion requirements for workforce development programs at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all workforce development programs of study and enrolled students.

3. REFERENCES

3.1 INDX-1310-01: Master Policy Index

3.2 CLDR-1110: Policy Review Schedule

3.3 NPRC-8420: Assessment, Payment, and Refund Fees for Workforce Development

3.4 REFR-9750: Workforce Development Grading Table

3.5 PROC-9750: Workforce Development Program Completion

3.6 TEMP-9750-01: Certificate of Completion

3.7 TEMP-9750-02: Certificate of Attendance

4. DEFINITIONS

4.1 Workforce Development Student is any individual enrolled in any non-credit class or non-credit training experience sanctioned by the College.

4.2 A Workforce Development Course is a course taken in a personal or professional nature, and with no college credit assigned.

4.3 Financial Hold is a restriction placed on a student account for non-payment of tuition and fees to the College within the expected payment timeframe, preventing the student from registering and obtaining a certificate or diploma.

4.4 Certificate of Attendance is a document awarded to students who have been present for a course, workshop, or event, proving only their participation and nothing about their competency.

- 4.5 Certificate of Completion is a document issued to students who meet course attendance and final grade requirements as outlined in the course syllabus and/or course handbook.

5. POLICY

- 5.1 To earn a Certificate of Completion, workforce development students must
- 5.1.1 Successfully complete all coursework and program requirements outlined in the syllabus and/or course handbook;
 - 5.1.2 Attend 80% of required class time; or the minimum attendance requirement for the course as outlined in the syllabus and/or course handbook;
 - 5.1.3 Earn a final grade of “Pass” or a numerical grade of 1, 2, or 3 as per REFR-9750: Workforce Development Grading Table.
- 5.2 To earn a Certificate of Attendance, workforce development students must attend a class or training for the duration of the class or as approved by the course instructor.
- 5.3 Certificates of Completion and Attendance may be withheld if a student has a Financial Hold. The certificate will be released upon receipt of payment as per NPRC-8420: Assessment, Payment, and Refund Fees for Workforce Development.
- 5.4 NPRC does not guarantee that workforce development students will earn a recognized credential or certification at the conclusion of any course.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students are responsible for monitoring their progress toward completion, seeking assistance and advice from the instructors and from their advisor as needed.
- 6.2 Directors or designee approve course syllabi and handbooks.
- 6.3 Instructors are responsible for maintaining attendance records and final course grades.
- 6.4 The Assistant Registrar for Workforce Development is responsible for the following:
- 6.4.1 Determining the grading table for each course.
 - 6.4.2 Recording student attendance and final grades in Student Information System (SIS).
 - 6.4.3 Confirming with Student Billing that the student does not have a financial hold.
 - 6.4.4 Issuing proof-of completion documents and transcripts in a timely manner.
 - 6.4.5 Notifying students if course absence may jeopardize course completion.
- 6.5 The Vice President of Workforce Development is responsible for administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with NPRC-1310: Policy Review Schedule.

Revision Notes: Policy in Origination