

PROCEDURE

Number:	8.3.1.1
Related Policy:	8.3.1
Title:	Workforce Development and Continuing Education – Offerings and Details
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility:	Executive Vice President for Academic and Workforce Development
Original Approval Date:	01-11-2023
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Last Revision:	01-11-2023

Chairperson

Registration

HGTC's non-credit course offerings, fees, and schedules are shared through print materials and through the Workforce Development website. Students may register for non-credit programs by contacting the Workforce Development office by phone, email, or visiting Building 600 at the Grand Stand Campus. Paid pre-registration is required for all public classes and registration is not complete until all fees have been paid.

Cancellation of Courses

HGTC reserves the right to cancel courses due to factors including but not limited to insufficient enrollment or instructor availability, in which case all paid registrations will be refunded.

Students who wish to withdraw must notify the College a minimum of one working day before the class begins to receive a full refund. Some classes may require more notice as determined by the Executive Vice President for Academic and Workforce Development or designee. No refunds will be issued after the class begins.

Attendance

Students enrolled in any workforce development classes are responsible for all course work in each class and are expected to follow the attendance policy. Students should limit class absences and are required to make up for all work missed. HGTC maintains a general attendance policy requiring all students to be present for a minimum of 80 percent (80%) of their classes to receive a successful completion. However, due to the varied nature of courses taught, a more rigid attendance may be required by the instructor or certifying agency associated with the training. Instructors will define absentee limits for their classes at the beginning of each quarter not to exceed 20 percent (20%).

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Instructional Packages

HGTC endorses and subscribes to the concept of student course learning outcomes and, therefore, requires all courses to have a written instructional package. A continuing education non-credit instructional package must include the following:

1. Course title and prefix,
2. Occupational upgrading rationale,
3. Brief course description,
4. Detailed outline of material to be covered,
5. Outcomes assessment,
6. Textbook or other material, and
7. Required materials and/or supplies.

Continuing Education Unit (C.E.U.)

Students who withdraw or are withdrawn from classes after attending their first class and/or those who do not complete the class will receive a grade of Incomplete ("I").

All students who take occupational-oriented courses will receive Continuing Education Units (C.E.U.) for their work. The Continuing Education Unit is defined as one (1) C.E.U. for each ten (10) contact hours of satisfactory completion of a course.

The C.E.U. makes it possible for the College to have a complete and up-to-date recordkeeping system for students who are taking courses for non-academic credit. All students who successfully complete community interest programs will receive a certificate of completion.

Evaluation of Courses

Student evaluations of all courses will be conducted by the instructor during the final week of class. Student evaluation forms must be approved by the Executive Vice President for Academic and Workforce Development. Evaluation results will be reviewed by the appropriate program manager or administrator. After review, the results are forwarded to the instructor.