

SC WORKS

PEE DEE LWIA INSTRUCTION NUMBER: 11-013

TO: Pee Dee LWIA Grantees

SUBJECT: Satisfactory Progress Policy

ISSUANCE DATE: May 21, 2012

EFFECTIVE DATE: Immediately

Purpose: The purpose of this instruction is to disseminate a revised policy for satisfactory progress in classroom training for participants in the Pee Dee Workforce Investment Area. It will replace Pee Dee LWIA Instruction #02-09. Nothing in this instruction is meant to void any part of the LWIA's previous instructions regarding targeted occupations (Instruction #11-011), sponsorship of training at 4-year institutions (Instruction #10-013), the yearly and lifetime ITA maximums (Instruction #10-012), or the 5-year rule regarding participation in classroom training.

Background: In March 2003, the Pee Dee LWIA established a satisfactory progress policy to address the length and quality of time all participants are active in WIA classroom training activities. However, based on recent inquiries regarding the policy, we have identified the need to clarify the policy's language to enable WIA Career Specialists to assist participants with making more appropriate decisions based on the policy and their continued need for WIA sponsorship.

Policy: The following shall be the policy for all participants in classroom training in the Pee Dee Workforce Investment Area:

Minimum Standards

Students receiving financial aid for classroom training from the Workforce Investment Act in the Pee Dee Region through an Individual Training Account or a youth provider are required to make satisfactory academic progress toward a degree, diploma, or certificate. The Local Workforce Investment Area may deny continued financial aid to any participant not making satisfactory measurable progress.

The Pee Dee Workforce Investment Area has adopted standards of academic progress recognized by Federal Title IV and utilized by approved training providers. All case managers

shall have available academic standards applicable to the approved training provider, as outlined in the school's catalog, and shall incorporate an explanation of these standards during career counseling with the participant. This disclosure should be made by prior to the Career Specialist's approval of Individual Training Accounts for Workforce Investment Act adults and dislocated workers. The satisfactory progress policy for the applicable institution will be reviewed with the participant, documented in writing, and signed by the participant. Participants attending non-Title IV approved training providers shall be deemed as making satisfactory progress if they attain a cumulative grade point ratio of 2.0 or the letter/numerical grade as defined by the eligible training provider.

Regardless of the classification of the training provider, Title IV eligible or non-Title IV eligible, the following policy will be followed:

1. A participant who has previously withdrawn from a class while participating in his/her chosen curriculum will not be permitted to withdraw from any additional classes without the prior approval of the LWIA.
2. A participant who fails more than one class while participating in his/her chosen curriculum will not be permitted to continue WIA sponsorship for classroom training without the prior approval of the LWIA.

There will be instances in which it may be appropriate for a participant to have continued WIA participation, even after he/she has withdrawn from or failed more than one class. Knowing that, the above guidelines are not meant to suggest that Career Specialists are to discourage participants from withdrawing from classes that they cannot possibly pass, in order to comply with the LWIA's policy. In addition to limiting the number of withdrawals from classes, an acceptable GPA will also be necessary to comply with the satisfactory progress policy and move the participant toward program completion. Similarly, a Career Specialist should not automatically assume that, because a participant has failed more than one class, he/she is not eligible for continued WIA sponsorship. In many cases, that is a valid assumption. In other cases, a closer examination of the participant's specific circumstances might be warranted. These instances must be reviewed on case-by-case basis and the requirement for the LWIA's prior approval is meant only to initiate the review process.

All participants are required to abide by the attendance policy of the training provider. If the attendance policy is violated, the participants will be deemed as not making satisfactory progress.

The participant and the Career Specialist share the responsibility to ensure success for the participant in their chosen curriculum. Participants must report difficulties with classes at the first indication of a problem. This should be impressed upon the participant during the counseling session in which training is discussed.

Curricula Changes

Participants may not change courses/degree tracks/career fields from their original SC Works Online (SCWOS) Plan without prior approval. The Workforce Investment Act will not be responsible for tuition costs or related expenses associated with occupational training that is not specified in a mutually agreed upon Plan. The Career Specialist may request curricula changes on behalf of participants on a case-by-case basis and based on extenuating circumstances. These requests should follow the normal chain of command within the Career Specialist's organization prior to being presented to the LWIA (i.e. if approval is required by the Project Director or a Lead Career Specialist prior to submission to the LWIA, that level of approval should be obtained first.)

Tutoring/Remediation

While developing the SCWOS Plan, it shall be the Career Specialist's responsibility to apprise the participant of tutoring assistance. One on one tutoring is an allowable cost under WIA. Also, there are a variety of fee tutoring resources available on campus at technical and four-year colleges. There are also many remedial tools available online in the workforce centers and within youth grantees' programs that are quite effective for basic and applied skills remediation. Grantees should leverage free tutoring resources when available, but also identify qualified tutors with whom they can contract for a fee, should that type of assistance becomes necessary.

Timely identification of the need for tutoring is critical. Therefore, all participants in classroom training should be scheduled for counseling as soon after the first two weeks of class as practical. All participants who have previously failed a class and are allowed to continue attending school under WIA sponsorship must be required to receive tutoring for that course, when he/she retakes it.

Action: Effective immediately, all Career Specialists shall incorporate these requirements as part of their counseling to WIA participants enrolled in classroom training.

Inquiries: Questions pertaining to this instruction should be directed to Bridgette Coates at (843) 669-3138.

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