

	Workshop Completion Requirements Policy
	Policy ID# EVE010
	Status: approved
	Date: December 10, 2012

Policy Statement:

This policy is designed to ensure that students in Chapter sponsored workshops comply with industry standards regarding completion criteria. Students must meet the following criteria to satisfactorily complete the workshops and be eligible for a completion certificate.

1. All workshop registration enrollment fees have been paid.
2. Attendance is verified by the workshop roster.
3. Students must attend a minimum of 75% of the workshop. (No exceptions)
4. Students must participate in exercises and all assignments.
5. Unless otherwise specified, there is no grade associated with course completion.

The workshop instructor and event manager are responsible for verifying that students meet these criteria and provide a completion certificate only to those who meet the criteria.

Students must complete the workshop on the dates/times identified. No audits or make-up sessions will be available.

These workshops are non-credit college level workshops.

References:

Calculating CEUs and PDUs for workshops procedure
 International Association of Continuing Education & Training (IACET)