

## Procedures for GAP Program to Credit Program

The GAP Tuition Assistance Program provides tuition assistance to eligible applicants enrolling in an approved continuing education, non-credit, certificate training program. These programs are for in-demand occupations in the areas of information technology, advanced manufacturing, transportation and logistics, bio and life sciences, and allied health. Certificates earned will increase the skills of workforce members. Non-credit certificate programs are not eligible for federal financial aid. This program bridges the funding “gap” for students pursuing short-term certificates.

The GAP/PACE Coordinator and/or Pathway Navigator will initiate written communication with the Continuing Education Workforce Solutions assistant to enroll students in the GAP approved courses prior to the start of the academic term. No students may be enrolled in GAP funding after the first day of class/training.

Students in GAP approved programs will be graded by faculty using the standard credit letter grade system (A-D, F). In the event a GAP student does not complete the course(s) he/she is registered for, a grade of “U” will be placed in Datatel.

Students seeking to drop GAP funded program courses are required to meet with their Pathway Navigator in order to do so.

Students not completing GAP funded programs will be subject to full payment of their non-credit bill.

Removal from GAP assistance does not require the student to drop the courses/training.

GAP funded students entering an academic credit program must apply for admission, if they have not done so prior to enrolling in non-credit programming.

GAP program completers must request, in writing, a review of their non-credit transcript in the Indian Hills Community College Registrar’s Office. Following a review of the non-credit coursework, the Indian Hills Community College Registrar’s Office will apply eligible courses based on the non-credit grade earned. This credit will be awarded as transfer credit (Listed as “L” on a transcript).

For more information, please contact:

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