

POLICY TITLE: CREDIT AND NON-CREDIT COURSES

I. Purpose

The College has established criteria for credit and non-credit courses so that course offerings meet the demands of students, business, and the community; and comply with accreditation standards and applicable state and federal regulations.

II. Scope

This policy applies to all courses offered by the College.

III. General

Credit Courses

Courses that are offered for credit must meet all of the following criteria:

- Courses must have clearly established learning outcomes and objectives that are consistent with their credit hours.
- Some form of rigorous objective tool(s) must be used to measure and verify student's performance and achievement of intended learning outcomes (e.g., test, class project, demonstration of mastery, etc.).
- All courses, regardless of delivery method, must have credit hours assigned by the division offering them, and approved by the College's Curriculum Committee and Provost (or designee).
- Credit hours must be based on a standard in which one credit hour is reasonably equivalent to not less than:
 - a) a minimum of at least fifteen hours of classroom or direct faculty instruction plus a minimum of thirty hours of out-of-class student work per semester (or the equivalent amount of work over a different amount of time, such as a compressed course) as described in [34 CFR 600.2](#); or
 - b) at least an equivalent amount of work as described in paragraph (a) in other College-approved learning activities (e.g., laboratory work, internships, practica, studio work, or comparable academic work, etc.)^{**}; or
 - c) such other standard as may be authorized and approved by the U.S. Department of Education under the Higher Education Act, as amended^{**}.
- Curriculum must be approved through the division's processes for approving new courses and curricula and by the College's Curriculum Committee and Provost (or designee) before a course is designated and offered as a credit course.

When a new or revised course is proposed to be implemented, it is will be decided at that time if it is credit or non-credit. New or revised credit courses must go through the divisional processes for approving new courses and curricula, and must be approved by the College's Curriculum Committee and Provost (or designee) before they are offered for credit.

Even though designated a credit course, such courses can be “audited” by students who do not need academic credit.

** In some circumstances, experiential credit and objectively demonstrated student competencies may be used to establish equivalency that reasonably approximates credit hours. Students seeking credit should see the College’s catalog about policies for testing out of classes or evaluation of experiential credit. While non-credit and fee-for-service activities are not reported in some College enrollment reports, they are still counted as part of the College’s activities.

Non-Credit Courses

Courses that do not meet one or more criteria for approval as a credit course will only be offered for non-credit. To be offered, a non-credit course must meet the following criteria:

- Courses must have clearly established learning outcomes and objectives.
- Curriculum must be approved through the division’s processes for approving new courses and curricula.

Official Syllabus

In order to assure that students have a uniform educational experience and are provided with adequate information about College courses, all College courses will have an official syllabus that follows a specified uniform format. The official syllabus addresses the needs of and forms a teaching and learning agreement with the student, while allowing faculty flexibility in assisting students to achieve the learning outcomes. It also provides four-year institutions with the required information for transferability purposes and employers/other users with information on course content.

IV. Responsibility

The College Provost is responsible for overseeing this policy.

Revised: 02/22/16