PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 40.0 DETERMINATION OF CREDIT / NONCREDIT INSTRUCTION

Policy #:   **I – 40.0**
Effective: **November 2008**
Revised:
Responsible Dept.:   **VPISS**

Purpose

Provide instructional programs that serve the student, college and community.

Policy

Courses/programs are offered in a format that best meets the needs of students, employers, the community and the college. This policy also applies to review and redevelopment of existing courses/programs.

Procedure

All courses/programs will be offered '"for credit" unless a compelling argument for offering as noncredit is made. All instructional divisions may offer credit courses. However, the workforce services division is limited to offering contract training credit courses.

    A.   The following factors will be considered :

        1,   Student objectives
           a. Academic credentialing
           b. Industry certification and/or licensure
           c. Career/skills enhancement
           d. Personal enrichment

        2.   Employer/ Community requirements
           a. Employer requirements for employment
           b. Immediate occupational demand (time to market is immediate)
           c. Specialized (contract) training
           d. Industry required continuing education

        3.   Student access
           a. Availability of financial aid
           b. Student/employer willingness to provide information required on credit application

        4.   Compelling reasons for using noncredit format
           a. Less than 13 contact clock hours are required to achieve the learning outcomes.
           b. There is no comparable/appropriate course in the VCCS master course file.

      c.   The employer is requiring specific contract training.
      d.   SACS qualified faculty are not readily available.
      e.   Students or employers request a noncredit format (noncredit admissions, no final exam, minimal/optional prerequisites, no residency requirements for employees, etc.)
      f.   The course is a "stand alone" offering and not part of a program of study.

B. All noncredit offerings will be reviewed at least every other year to determine if this format continues to be the most appropriate.

C. All credit courses/programs will be evaluated when enrollment consistently fails to meet established benchmarks. Prior to eliminating the course/program a review to determine if a noncredit offering would be viable will be take place.

Course Reviewed:	Course No.:	Description:
Review Date:		Reviewed by:
Factor to be Reviewed	**Decision (Select One)**	**Justification**
1. Employer requirements for employment.	□ Credit □ Noncredit □ Credit & Noncredit	
2. Occupational demand (immediate need/time to market).	□ Credit □ Noncredit □ Credit & Noncredit	
3. Number of contact clock hours required to achieve the learning outcomes exceeds 13.	□ Credit □ Noncredit □ Credit & Noncredit	
4. A comparable/ appropriate course is in the VCCS master course file.	□ Credit □ Noncredit □ Credit & Noncredit	
5. SACS qualified faculty are readily available.	□ Credit □ Noncredit □ Credit & Noncredit	
6. Students or employers no longer request noncredit format or procedures.	□ Credit □ Noncredit □ Credit & Noncredit	
7. The course is integrated into a program of study.	□ Credit □ Noncredit □ Credit & Noncredit	

Review Roles and Responsibilities:

Task	Responsibility	Contribute	Review	Approve
Identify courses/programs to be developed or reviewed.	Deans	Faculty	ISS	
Determine if credit or noncredit format is most appropriate	Deans	Faculty	ISS	VPISS
Present courses/programs for approval according to the college policy.	Deans	Faculty	ISS, C&I	Pres. Staff College Board, VCCS, SCHEV

.