

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.	<input type="checkbox"/> Credit <input type="checkbox"/> Noncredit <input type="checkbox"/> Credit & Noncredit	
2. Occupational demand (immediate need/time to market).	<input type="checkbox"/> Credit <input type="checkbox"/> Noncredit <input type="checkbox"/> Credit & Noncredit	
3. Number of contact clock hours required to achieve the learning outcomes exceeds 13.	<input type="checkbox"/> Credit <input type="checkbox"/> Noncredit <input type="checkbox"/> Credit & Noncredit	
4. A comparable/ appropriate course is in the VCCS master course file.	<input type="checkbox"/> Credit <input type="checkbox"/> Noncredit <input type="checkbox"/> Credit & Noncredit	
5. SACS qualified faculty are readily available.	<input type="checkbox"/> Credit <input type="checkbox"/> Noncredit <input type="checkbox"/> Credit & Noncredit	
6. Students or employers no longer request noncredit format or procedures.	<input type="checkbox"/> Credit <input type="checkbox"/> Noncredit <input type="checkbox"/> Credit & Noncredit	
7. The course is integrated into a program of study.	<input type="checkbox"/> Credit <input type="checkbox"/> Noncredit <input type="checkbox"/> 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