Issue AY17-07-B

FACULTY SENATE ISSUE FORM

Date Submitted: September 1, 2017
Title of Issue (a short descriptive title by which the issue may be referenced)
Draft Guidelines for Noncredit Courses Simultaneously Offered as Credit

Description of Issue: The Deans Council recommends the establishment of guidelines for noncredit courses simultaneously offered as credit. SACS requires a policy to convert noncredit courses to credit.

The Deans Council also recommends an addition to the Registration section of the Undergraduate and Graduate Catalogs to address courses offered as both a noncredit and credit option.

Rational for Submission: The proposed guidelines address appropriate contact hours, the credentials of faculty teaching the credit course, payroll issues, and registration requirements for students.

The addition to the Registration section of the Undergraduate and Graduate Catalogs is needed so that students are aware of the policies in place when a course is offered as both a noncredit and a credit option. The recommended addition specifies that noncredit courses will not meet undergraduate or graduate degree requirements.

Name: Judy Bowman, submitted on behalf of Austin Agho and the Deans Council
Department: Academic Affairs
Date: September 1, 2017
Signature:

For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

Committee Recommendation: The Committee Recommends Approval
DRAFT GUIDELINES FOR NONCREDIT COURSES
SIMULTANEOUSLY OFFERED AS CREDIT

Old Dominion University offers noncredit courses in a variety of areas. These courses may be evaluated by an academic department to determine whether or not they might also be offered for academic credit. When the department has deemed that the noncredit course is equivalent to a designated credit experience (including appropriate contact hours as stipulated by the U.S. Department of Education and achievement of suitable learning outcomes), the academic department will submit the class to the Office of the Registrar for scheduling during established class dates and times (or seek approval from the Office of Academic Affairs if they will not be offered during established dates and times).

In addition, the academic department must evaluate the faculty member’s credentials for courses scheduled for academic credit. If a noncredit course is offered for credit at the graduate level, the faculty member must be certified to teach at this level. Questions about such credentials may be directed to the Office of Institutional Effectiveness and Assessment.

Faculty should include a statement in the syllabus for all classes offered as both noncredit and credit coursework. This statement informs students that the course is offered in both formats and enrollment cannot be changed after the drop deadline. Further, the syllabus should state that the noncredit course will not meet undergraduate or graduate degree requirements.

Full-time faculty in academic departments may teach such noncredit-credit courses outside their contractual teach load, with approval by the department chair and the dean. The College of Continuing Education and Professional Development will pay faculty for noncredit-credit offerings; the academic department offering the course for credit will not submit a payroll form for this instruction.

Documentation related to noncredit courses meeting credit course offerings, as well as faculty credentials, will be maintained by the department offering courses for credit.

Registration section of the catalog:

If a course is offered as both a noncredit and a credit offering, students must elect one or the other prior to the add/drop deadline. They will pay the fee/tuition for the elected offering by the tuition deadline. Students who register for a noncredit course may not elect to receive credit for it at any point after the add/drop deadline. Completed noncredit work may be reviewed as part of a Prior Learning Assessment to determine if the award of academic credit is appropriate. Noncredit courses will not meet undergraduate or graduate degree requirements.