

## Guidelines for Noncredit Courses Offered Simultaneously for Credit

Old Dominion University offers noncredit courses in a variety of areas. These courses may be evaluated by an academic department to determine whether 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 University Registrar](#) for scheduling during established class dates and times or seek approval from the [Division of Academic Affairs](#) to offer the course outside of 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 graduate certified. 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 courses to inform students that (a) the course is offered in both formats, (b) enrollment cannot be changed after the drop deadline, and (c) 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 teaching load only with approval of their department chair/director and dean. The [School of Continuing Education](#) 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 will be maintained by the department offering credit courses.

Approved by the President  
December 11, 2017  
Reviewed; No Changes Proposed April 20, 2022

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