



**SUBJECT: Assignment of Credit/Non-Credit Courses**

**REFERENCE:**

**1. PURPOSE**

To communicate procedures for assignment of credit and /or designation of “non-credit” to courses.

**2. SCOPE AND APPLICABILITY**

All employees.

**3. DEFINITIONS**

**4. POLICY**

At Southern, we believe that all citizens have a right to develop their abilities in accordance with their own chosen goals, and that the College provides the means through which this development may take place.

**5. BACKGROUND OR EXCLUSIONS**

**6. GENERAL PROVISIONS**

A. Rationale for credit/non-credit

1. Credit courses are offered in programs of study which lead to an Associate of Arts, Associate of Science, or Associate of Applied Science degree which can be efficiently transferred to other institutions and applied toward the completion of a Baccalaureate degree.
2. Credit courses are offered in programs of study which lead to an Associate degree in Science, Associate degree in Applied Science, or a certificate which prepares and/or upgrades students’ skills in the occupation of their choice, especially those occupations which help meet the needs of the College service area.
3. Credit courses on a non-degree basis are offered in developmental courses of study.
4. Non-credit offerings are courses of study which appeal to the interest of community residents who may not need or desire an academic degree, but who want instruction to aid them in personal enrichment, recreational activities, and opportunities for improving occupational or



hobby skills.

B. Guidelines for credit courses

1. Courses offered for credit should be developed under procedures that are designed to protect the integrity of credit as evidence of successful academic accomplishment.
2. The process for approval of credit offerings include:
  - a. Advice of faculty/Advisory Committees
  - b. Recommendation of Division Chairperson
  - c. Recommendation of Academic Affairs Committee
  - d. Recommendation of Vice President of Academic Affairs
  - e. Approval of President
3. Credit courses are taught, evaluated, or directly supervised by an instructor who has met the institution's qualifications for faculty appointment.
4. Credit offerings incorporate stated learning objectives and classroom activities which all successful students are required to achieve or experience.
5. Assigned units of credit are based on standards and guidelines for relating learning objectives and course requirements to units of credit.
6. Credit courses require individual assessment to determine which students have acquired the learning objectives or met requirements.
7. Credit courses are offered as described in the institution's catalog, schedule, course syllabus, and other appropriate documents of record.
8. Credit courses offer recognition of achievement by an entry on the student's permanent academic record (transcript) maintained by the institution.

C. Guidelines for non-credit courses

1. Non-credit courses are developed by the Office of Workforce Development. The process for approval of non-credit offerings includes:



- a. Establishing community interest
  - b. Recommendation of Director of Workforce Development or her/his designee.
  - c. Approval of Vice President of Economic and Community Development.
- D. Non-credit courses incorporate subject matter, resource materials, teaching methods, and standards of attendance and achievement appropriate for the needs of students eligible to enroll.
- E. Non-credit courses are taught by an instructor who has met the institution’s qualifications for non-credit program instructional personnel.
- F. Non-credit courses are offered as described in the Workforce Development schedule, news releases, and course syllabi.
- G. Non-credit courses recognize participation through the award of certificates and Continuing Education Units (C.E.U.’s) if appropriate.

**H. RESPONSIBILITIES AND PROCEDURES**

**I. CANCELLATION**

**J. SIGNATURE**

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**President**

**Date**

**Attachments**

**Distribution**

**Revision Date**

September 1, 2000