

KAUA'I COMMUNITY COLLEGE Joint Credit/Non-Credit Classes

1. Purpose

To establish a policy and procedures for classes that are offered for both credit and non-credit students.

- A. Kaula'i Community College offers some courses which can be taken by enrolled students for academic credit as well as by continuing education students who receive no credit.
- B. Joint credit/non-credit classes are not meant to replace credit class audits. Credit/non-credit classes are those that have been designed to offer joint educational experiences for both enrolled credit students and continuing education students. Traditional credit classes should not be offered to continuing education students under this policy in an effort to avoid the normal tuition fee for auditing a course.

2. Policy

- A. Joint credit/non-credit classes should be designed so that the learning objectives for credit students are commensurate with the numerical level of the course and the credit hours earned. The student learning objectives need not be the same for credit and continuing education (non-credit) students.
- B. Instructors teaching joint credit/non-credit classes must meet the minimum qualifications for the credit course.
- C. Instructors shall be paid through regular course load credit if they are full-time faculty and through a lecturer contract if they are part-time faculty. Office of Continuing Education and Training (OCET) guest lecturers may receive a stipend though non-credit student fees collected for the course.
- D. When seat space is limited, or the class enrollment may exceed the class capacity, priority will be given to credit students.
- E. In order to avoid course cancellation, the minimum credit-student enrollment must be met. Exceptions must be approved by the Vice Chancellor for Academic Affairs (VCAA).

3. Procedure

- A. Credit students shall enroll in joint credit/non-credit classes through the normal credit course registration process.
- B. Continuing education (non-credit) students shall enroll through OCET.
- C. Continuing education (non-credit) students shall generally pay a fee of \$100 per semester credit hour.
 - i. OCET shall retain at least 30% of the non-credit course fees collected for administrative costs. However, the percentage OCET retains for a given course will be collaboratively determined by OCET and Academic Affairs with approval from the chancellor. The remaining percentage shall be applied towards lecturer or faculty salary (if relevant) and/or towards the purchase of supplies, materials, and/or equipment expenses for the joint credit/non-credit course.
 - ii. There may be cases when continuing education (non-credit) students do not participate in all weekly class periods. Joint courses may be designed for less participation for non-credit students. Therefore, the fee for non-credit students may be based on fewer credit hours. Non-credit students do not earn credits and will receive no grades or transcripts for their enrollment.
 - iii. If a joint course is designed to make extensive use of OCET guest lecturers to assist the credit instructor teach both the credit and continuing education (non-credit) students, the non-credit rate may be increased to cover the stipend for the OCET guest lecturer.
 - iv. The continuing education (non-credit) fee may be increased to cover course expenses when enrollment is predominantly non-credit students and there otherwise would not have been sufficient credit students for the course to run as scheduled. The VCAA and OCET will meet to determine the appropriate fee.
- D. Instructors for joint credit/non-credit classes shall follow all policies and procedures for normal credit courses and assign appropriate grades for all credit students.