

Century Community and Technical College

3.17.0.7 Instructional Delivery Systems

Credit and Non-Credit/CEU Concurrent Enrollment

I. **Definition:**

For purposes of this policy, “Concurrent Enrollment” courses refers to approved occupational/technical program or performing arts-related courses that are simultaneously delivered to students enrolled for college credit and those enrolled as non-credit/CEU students.

It is understood that individuals taking credit classes who are not interested in obtaining credit have the option to audit the credit class.

II. **Purpose:**

- A. Accommodate community people who wish to participate in performance groups over a period of time. Credit would not be granted to students taking the same course in excess of 4 times.
Examples: Music/Fine Arts (e.g. band, choir, theatre)
- B. To present coursework which satisfies the educational needs of the incumbent workforce by presenting a course through contract training—in most cases at the client’s-site.

Important Note: Students shall not be granted credit through the petition process if they have taken a credit and non-credit/CEU concurrent enrollment course as a non-credit student.

III. **Criteria for Concurrent Enrollment Courses:**

- A. Classroom experience and course content are identical for all students.
- B. Assessment procedures and grading are optional and/or not required for non-credit/CEU students.
- C. Current college grading practices shall be implemented for all students enrolled for academic credit.
- D. Current college faculty credentialing/qualifications and other requirements specified by the employment contracts shall be met by any faculty teaching concurrent enrollment sections.
- E. Class size limits. Class size for concurrent enrollment courses must not exceed the maximum for the equivalent credit courses.
- F. Enrollment ratio. The ratio of credit and non-credit/CEU students shall be determined by the mutual agreement of the appropriate academic dean, the appropriate representative of Continuing Education/Customized Training, and the faculty member.
- G. Separate registration and transcript processes will be maintained for credit and non-credit/CEU students.

IV. **Procedure/Process:**

- A. Student fees

1. Performing Courses
 - Credit students pay credit fees.
 - Non-credit/CEU students pay non-credit fees.
2. Contract Training
 - Student fees are paid by contracting organization.
- B. Faculty Assignment/Hiring
 1. Concurrent credit and non-credit/CEU enrollment sections require the mutual agreement of the appropriate academic dean, the appropriate representative of Continuing Education/Customized Training, and the faculty member. Scheduling decisions rest with administration.
 2. Faculty will be selected/hired and supervised by the appropriate academic dean.
 3. Faculty shall be paid through the same payroll process used for for-credit faculty in accordance with the MSCF faculty contract regardless of student mix.
- C. Instructional costs shall be borne proportionately by Academic Affairs and Continuing Education budgets.
- D. At the end of each academic year, a list of concurrent enrollment courses will be provided to the academic vice president, Continuing Education/Customized Training, and the chair of the Academic Affairs and Standards Council.

Academic deans will review the effectiveness of this concurrent delivery system annually, bringing concerns directly to the Academic Affairs and Standards Council. Instructors are expected to ensure that the academic standards are maintained for all concurrent enrollment courses. Concerns relative to the maintenance of academic standards should be brought to the Academic Affairs and Standards Council, the academic vice president, and the MSCF campus president.

Date Approved: 4/4/00

Date Revised: 10/4/07