

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. Kauai 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 non-credit student.

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 full-time faculty and through a lecturer contract if part-time faculty. OCET guest lecturers may receive an 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. Minimum credit-student enrollment must be met for the course to make. Exceptions must be approved by the Vice Chancellor for Academic Affairs (VCAA).

3. Procedure:

A. Credit student shall enroll in joint credit/non-credit classes through the normal credit course registration process.

B. Non-credit students shall enroll through the Office of Continuing Education and Training (OCET).

- C. Non-credit students shall pay a fee of \$50 per semester credit hour that the course is designed for the credit students.
- i. OCET shall retain 30% of the fees collected for administrative costs. The remaining 70% shall be transferred into the account of the academic division under which the course falls to covers supplies, materials and equipment expenses for the course.
  - ii. There may be cases when non-credit student 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. (Keep in mind 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 non-credit students, the non-credit rate may be increased to cover the stipend for the OCET lecturer.
  - iv. The 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 make. The VCAA and OCET Director 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.