

CAROLINAS COLLEGE OF HEALTH SCIENCES

POLICY AND PROCEDURE

ACADEMIC

SUBJECT: NON-CREDIT COURSE OFFERINGS

REVIEWER(S): Dean of Student Affairs and Enrollment Management*
Provost
Manager of Business Operations

POLICY

In addition to the credit offerings at Carolinas College, the college also offers non-credit courses that can be taken as part of professional development/continuing education. Non-Credit offerings may follow different procedures than credit offerings including but not limited admissions, grading, payment, and graduation. Non-Credit students may receive limited access to resources that are offered to Credit students.

PROCEDURE

A. Admission Application and Selection Process

1. Non-Credit offerings are filled on a first-come, first-served basis.
2. There may be enrollment requirements to be eligible for certain offerings.
3. Please see College website for complete and up to date list of offerings and eligibility requirements.
4. Payment in-full for all tuition and fees is due 60 days prior to the start of the semester in which the course is offered. If the student is admitted within the 60 day window before the start of the semester, the tuition and fees are due upon acceptance
5. Students with outstanding balances related to previous attendance at Carolinas College must be brought up to date prior to readmission consideration or registration.

B. Progress and Grading

1. All Non-Credit course offerings are offered in a Pass/Fail format.
2. Passing students will be given a grade of 'P'. Failing students or those who do not complete the course will be given a grade of 'F'.
3. Course offerings may use a letter grade format to identify those that pass and fail. Grading criteria will be outlined in the course syllabus.
4. Withdrawals and LOA's do not apply to non-credit courses. Those that do not finish a course will receive an F as the grade.
5. Non-Credit offerings will follow the College Academic Calendar.

C. Graduation and Transcripts

1. Upon successful completion of the offering, students will receive a certificate of completion. This may be in print or electronic through email or within the Learning Management System.
2. The College does not provide official transcripts for Non-Credit offerings.
3. Non-Credit students do not formally participate in the College-wide commencement and awards ceremonies.

D. Resources and Student Access

1. Non-Credit students may receive limited access to resources that are offered to Credit students.
2. Some of the resourced Non-Credit students do not have access to may include but not be limited to:
 - i. Advising and Tutoring
 - ii. College Email

- iii. Building Access and Parking
- iv. Emergency Assistance Funding
- v. Certain Financial Aid
- vi. Health and Wellness Resources
- vii. Financial Refunds and Payment Plans
- viii. Technology Resources (i.e., technology devices on loan)

E. The Non-Credit policy and procedure will be reviewed bi-annually.