

what is ... (need for concrete/established definitions/criteria)

- “lower division” coursework?
- degree-applicable/not degree-applicable?
- credit/non-credit?
- basic skills/not?
- lecture instruction/lab instruction?

A Curriculum for All Students
Comparison of Curricular Modes, September 26, 2006¹

Degree-Credit	Nondegree Applicable Credit	Noncredit	Community Services	Contract Education
Intent: To prepare students for degree and certificate programs, transfer and employment	Intent: to prepare students to succeed in college-level work.	Intent: To prepare students to achieve academic, career and lifelong learning goals, including preparing to succeed in college level work.	Intent: To respond to local community interests.	Intent: To respond to learning needs of the local employers and other public and private institutions.
<ul style="list-style-type: none"> Content and objectives are “college level” Student evaluation includes extensive use of essay, testing and comparable instructional evaluation techniques High critical thinking expectation Two hours outside work for each class hour Limited repeatability Supported by state funds Fees 	<ul style="list-style-type: none"> Content and objectives are preparatory for “college level” work. Evaluation of students may include demonstration as well as essay, testing and comparable instructional evaluation techniques Critical-thinking skills emphasized in coursework Two hours outside work for each class hour. Limited to 30 semester units per student. Supported by state Funds. Fees 	<ul style="list-style-type: none"> Content limited to nine categories: ESL, Short-term Vocational, Older Adults, Basic Skills, Immigrants, Health and Safety, Disabled, Parenting, Home Economics Evaluation of students may include a variety of instructional evaluation techniques Critical-thinking skills emphasized Outside work for each class hour depends on requirements set in course outline Not subject to repeatability limits Supported by state funds No fees 	<ul style="list-style-type: none"> Content and objectives are locally defined. Not subject to Chancellor’s Office approval. Student selects course to attend Designed to meet local students’ needs and interests. Not supported by state funds. Fees (By class) 	<ul style="list-style-type: none"> Content and objectives are defined to meet customer/employer’s needs. Not subject to Chancellor’s Office approval. Can be offered in any instructional mode or as training or services Customer selects students to attend when admission is closed Not supported by state funds when admission is closed. Contract must meet all costs incurred. Fees determined by contract and type of course (e.g., open or closed)

¹ This document is based upon the work of Nancy Glock and Lyn Miller as part of the May 12, 1994, Report to the California Community College Board of Governor’s, *A Curriculum for All Students*. The concepts were initially published as *Chancellor’s Office 330-OH/CCM (3/8/94)*. Revised Draft, Alignment Noncredit Project –Morrison Forbes



Courses at Cañada College

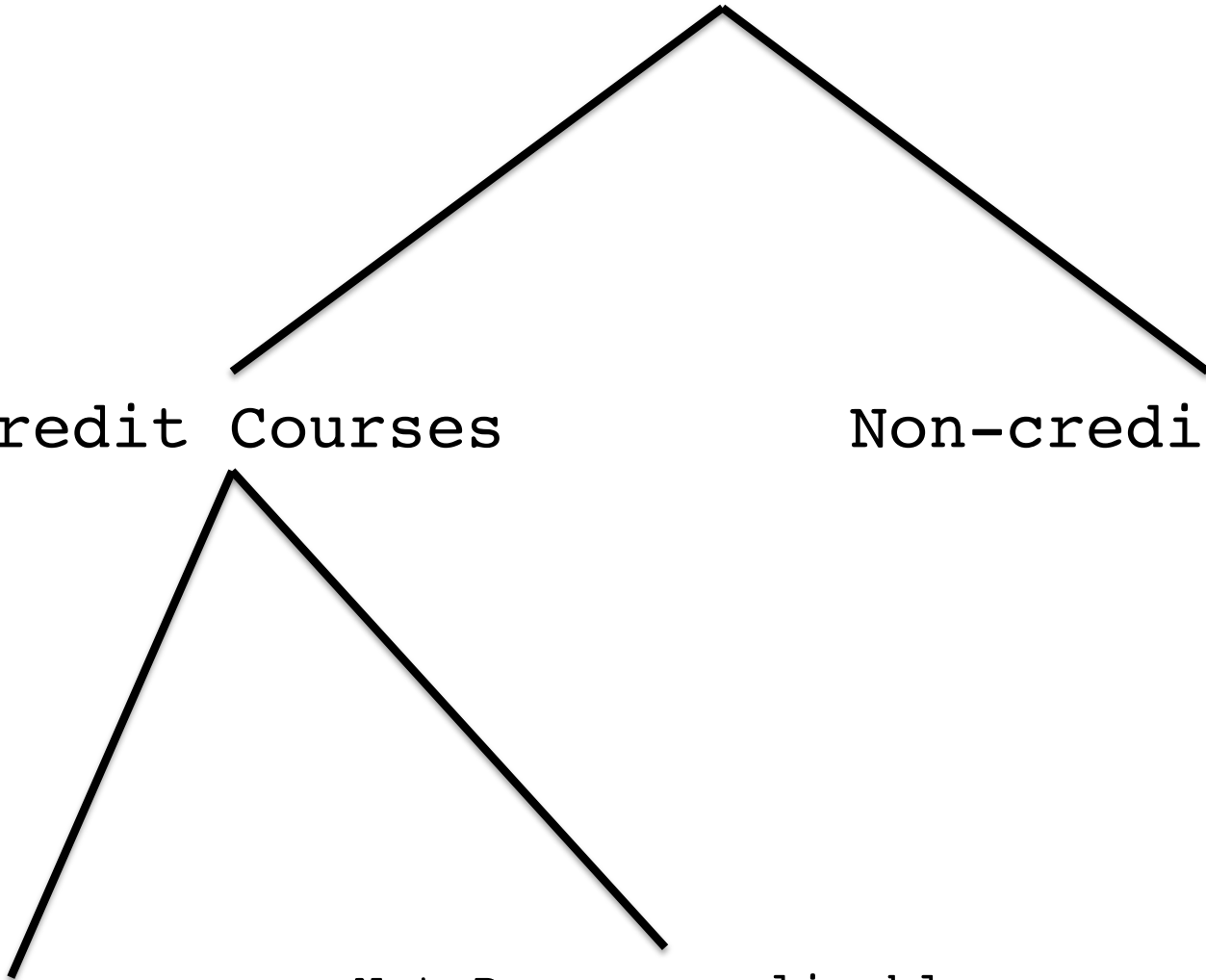


Credit Courses

Non-credit Courses

Degree-applicable

Not Degree-applicable
(Stand Alone)



Credit vs. Non-Credit Courses

- purpose
- content limitations
- methods of evaluation
- outside work requirements
- repeatability restrictions

Non-Credit Courses



Non-Credit Courses

- Content limited to:
 - ESL
 - immigrant education
 - elementary & secondary basic skills (supplemental instruction)
 - health & safety
 - short-term vocational courses
 - parenting
 - home economics
 - courses for older adults
 - courses for students w/ substantial disabilities
 - workforce preparation

Credit vs. Non-Credit Courses

- purpose
- content limitations
- methods of evaluation
- outside work requirements
- repeatability restrictions

Examples of Non-Credit Courses

Cañada College Official Course Outline

1. **COURSE ID:** LCTR 698 **TITLE:** Supervised Tutoring/Academic Assistance
Semester Units/Hours: 0.0 units
Method of Grading:
Prerequisite: Concurrent enrollment in course in which tutorial assistance is being provided.
2. **COURSE DESIGNATION:**
Non-Degree Credit
Non-Credit
Basic Skills
Transfer credit: none
3. **COURSE DESCRIPTIONS:**
Catalog Description:
Students receive academic assistance such as tutoring or computerized supplemental instruction in areas of academic need. Students receive computerized supplemental instruction in assignments or tutoring by tutors who have been trained and are supervised by the Manager of the Learning Center, and have demonstrated competence in specific subjects, skills and/or disciplines.
Schedule of Classes Description
Students receive academic assistance such as tutoring or supplemental instruction in an area(s) of identified need.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
Upon successful completion of this course, a student will meet the following outcomes:
 1. Evaluate their tutoring needs and use appropriate tutorial assistance.
 2. Demonstrate a probability of success and retention in other courses that is equal to or greater than that of other students.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
Upon successful completion of this course, a student will be able to:
 1. Demonstrate knowledge of appropriate concepts, vocabulary and subject matter and/or skills in course in which academic assistance is provided.
 2. Demonstrate ability to apply skills to coursework in which academic assistance is provided.
6. **COURSE CONTENT:**
Lab Content:
 - Topics appropriate to the course in which academic assistance is provided.
 - Learning activities appropriate to the subject matter.
 - Student skills as applied to the specific subject, skill or discipline.
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
Typical methods of instruction may include:
 - A. Lab
 - B. Activity
 - C. Individualized Instruction
 - D. Observation and Demonstration
 - E. Other (Specify): Tutoring

Credit Courses:

Degree-Applicable vs. Not Degree-Applicable

- purpose
- content limitations
- methods of evaluation
- outside work requirements
- repeatability restrictions



Credit Courses

“Grading policy ... that demonstrates proficiency in subject matter by means of **written communication, problem solving, and/or skills demonstrations**, as appropriate to the course content.”

Program & Course Approval Handbook 5th edition, pages 76 & 77

Credit Courses

As evidenced by the course outline of record, the scope and intensity of the course are such that achieving the objectives of the course requires students to study independently outside of class time (2 hours of study per hour of lecture).

Cañada College Curriculum Handbook 2014, page 21

For each hour of lecture required,
the course requires two hours of study and/or laboratory and/or assigned activity.

Program & Course Approval Handbook 5th edition, page 76

Title 5 §55002

Credit Courses

- max 3 enrollments or successful completion
 - petition for 4th enrollment
- exceptions:
 - courses properly designated by a district as repeatable,
 - a subsequent enrollment due to significant lapse of time,
 - variable unit courses offered on an open-entry/open-exit basis,
 - extenuating circumstances,
 - occupational work experience courses,
 - students with disabilities repeating a special class,
 - legally mandated courses, and
 - courses necessary as a result of significant change in industry or licensure standards.

COURSE REPETITION REQUEST FORM

DIRECTIONS TO STUDENTS: For course repetition regulations see the other side of this form. Submit this completed form to Admissions & Records, Building 9 - 1st Floor. Check which applies to you. The response will be sent to your MY.SMCCCD email. **If the form is approved, take it to the Admissions and Records Office and they will manually enroll you in the class if there is space available.**

COURSE REPETITION TO ALLEVIATE SUBSTANDARD WORK

A student who has earned a substandard grade (D-,D, D+, F, NP, NC, W) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. All course attempts in a student's academic record count toward this enrollment limitation. **It is not necessary to submit this form to repeat a course under this circumstance as your registration is not blocked. If blocked you may request a fourth enrollment only if extenuating circumstances exist. See #2 below.**

A STUDENT EARNING A SATISFACTORY GRADE MAY NOT ENROLL IN THE SAME COURSE AGAIN UNLESS ONE OF THE FOLLOWING FIVE EXCEPTIONS APPLIES:

1. **Significant Lapse of Time**

A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 250 was completed with a grade of C in Fall 2011. In Fall 2013 the student is preparing to apply to a nursing program that requires Biology 250 to be completed within the last three years. The student is eligible to repeat the course in Spring 2014 with documentation of the recency requirement.) **FORM AND DOCUMENTATION REQUIRED**

2. **Extenuating Circumstances**

A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the most recent enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student's control. **FORM AND DOCUMENTATION REQUIRED**

3. **Students with Disabilities Repeating a Special Class**

A student with a verifiable disability may repeat a special class for students with disabilities any number of times based on achieving progress in the class and an individualized determination that such repetition is required as a disability-related accommodation for that student. **FORM AND DOCUMENTATION REQUIRED**

4. **Legally Mandated Course**

A student may repeat a course determined to be legally mandated and required by statute or regulation as a condition of paid or volunteer employment or licensure. A student must provide evidence that the course is legally mandated or that licensure standards require course repetition. Such courses may be repeated for credit any number of times. **FORM AND DOCUMENTATION REQUIRED**

5. **Occupational Work Experience**

A student may enroll multiple times up to 16 units of credit in cooperative work experience education.

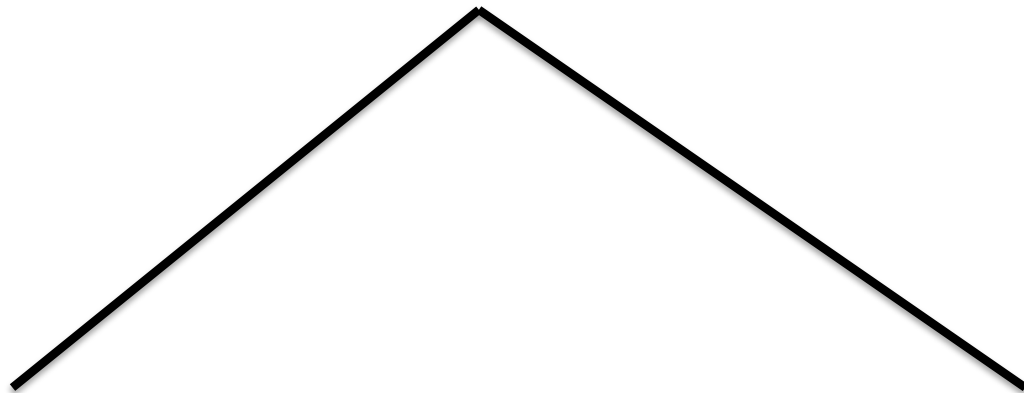
6. **Variable Unit Courses**

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. **It is not necessary to submit this form to repeat a course under this circumstance as your registration is not blocked and you may enroll in the remaining unit value not yet attempted.**

AUDIT POLICY

If a student has previously successfully completed a course and is not eligible to register again for the course, review the AUDIT POLICY and FORM.

Credit Courses



Degree-applicable

**prepare students for
transfer & employment**

Not degree-applicable
(Stand alone)

**prepare students to succeed
in college-level coursework**

experimental courses

Credit Courses

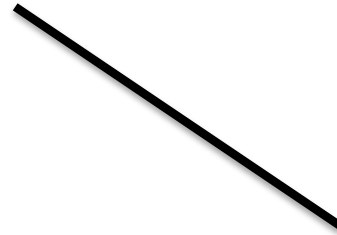


Degree-applicable

- all lower division courses accepted for CSU/UC transfer
- majors courses for non-transfer programs
- English composition & reading \geq 1 level below transfer
- Math \geq Elementary Algebra

Title 5 §55062

Credit Courses



Not degree-applicable
(Stand alone)

- basic skills courses
- courses designed to help students succeed in degree-applicable credit courses
- precollegiate courses that prepare students to enroll in degree-applicable CTE courses

Title 5 §55000(j), §55002(b)