POLICY TITLE
Grading Noncredit Courses

POLICY NUMBER
8.9

PRIMARY RESPONSIBILITY
WORKFORCE Alignment Operations

CREATION / REVISION / EFFECTIVE DATES
Created July 1996/Revised Fall 2011/Effective Fall 2011; revised October 2017/effective immediately

PURPOSE
All education and training activities that do not meet the definition of Credit (contract or non-contract) will be classified as noncredit. This may include educational activities associated with license renewal, certification requirements, and other employment-related interests or requirements. Noncredit activities may also include courses for the General Equivalency Diploma and courses, workshops and seminars for personal interest, self-improvement and enjoyment.

ORGANIZATIONAL SCOPE OR AUDIENCE
Workforce Alignment faculty, staff and students

DEFINITIONS
Commission for Higher Education (CHE): Coordinates planning and budgeting for higher education in Indiana while working closely with public and independent colleges and universities.

POLICY
Enrollments in courses being offered to specific groups or the general public that are noncredit will be archived using the noncredit course system and student records managed by the campus registrar’s office. Noncredit courses offered by the College will be priced using a common pricing methodology in all campuses of the College.

Pricing methodology is defined in the Policy and Procedures Manual. Noncredit course enrollment is not reported to the Commission for Higher Education (CHE). It is reported internally for informational purposes.

Ivy Tech Community College has been reviewed and approved as a Certified Provider of continuing education and training programs by the International Association for Continuing Education and Training (IACET Certified Provider #102670). As such, the College must comply with IACET criteria for awarding the IACET CEU, incorporating organizational, learning event development, and evaluation guidelines for each
continuing education and training event as appropriate. Further, the College, through its Workforce Alignment office, ensures that policies and procedures are strictly followed and updated to assure adherence to the most current IACET criteria. The Executive Director of Workforce Alignment Operations in Systems Office has the responsibility to ensure this compliance.

**PROCEDURE**

**Grading system**
Reports reflecting non-credit grades and status conditions are issued by the College to students, by term. Students who fail noncredit courses are issued a grade of “U” (unsatisfactory) and are differentiated from passing students, who receive an “S” or “CC” (successful) grade. Standards for grade requirements for each course are listed in the course syllabus. The complete range of grade results for noncredit courses is as follows:
- **S** – Successful Completion
- **CC** – Successful Completion—CEU Awarded
- **SN** – Successful Completion—No CEU Awarded
- **U** – Unsatisfactory

Student status designations are indicated on grade reports as follows:
- **W** - Withdrawal
- **I** – Incomplete - (not to exceed 30 days beyond the start of the following term). At the end of the 30-day period, the student will receive whatever grade has been earned at that time (SC if all incomplete work has been completed satisfactorily and U if not).

**Satisfactory Academic Progress**
Noncredit students will be considered in good academic standing so long as they have successfully completed each course attempted in two or fewer attempts. Noncredit students who fail to meet the standards of academic progress (i.e., failing to complete any noncredit course in two or fewer attempts) will be considered to be on academic probation. Students will be removed from academic probation when he/she passes the original noncredit course or changes his/her educational objective to a different noncredit subject.

**Attendance Policy**
A student who, at the conclusion of 20% of the scheduled course contact hours, has not attended and has not notified the course coordinator regarding intention to attend will be withdrawn from that course.

a. The course coordinator shall authorize the Registrar to withdraw the student with the “W” status.
b. This administrative action will be reflected on the official class roster.
c. Students enrolled in noncredit courses who wish to earn IACET CEUs are required to attend 90% of the course sessions or activities and must complete any assessments or evaluations associated with the course.

**Records Retention Policy**
Course files shall be maintained for a period of five years following the conclusion of the audit of that academic year’s records.

Pro-rata Refund Policy
Classes cancelled by the college for any reason will be refunded 100% of tuition. Students who initiate withdrawal procedures qualify for refunds based on the noncredit pro-rata refund policy.

REFERENCES
ASOM 8.4 - Records Retention in Workforce Alignment
https://www.ivytech.edu/files/record-retention.pdf
ASOM 8.3 - Pricing of Workforce Alignment Course Offerings
International Association for Continuing Education and Training (IACET Certified Provider #102670)
http://www.iacet.org/

RESOURCE PERSON
Executive Directors of Workforce Alignment