POLICY TITLE
Reporting of Corporate College Credit Course Offerings

POLICY NUMBER
8.2 (Formerly APPM 11.2)

PRIMARY RESPONSIBILITY
Corporate College Operations

CREATION / REVISION / EFFECTIVE DATES
Revised Fall 2011/Effective Fall 2011

PURPOSE
The College will classify and report credit (non-contract), credit (contract) and noncredit enrollments based on a prescribed set of standards.

ORGANIZATIONAL SCOPE OR AUDIENCE
Corporate College 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
Ivy Tech has a unique mission within the community of higher education in Indiana. Workforce readiness has been a mission of the College since its inception. Meeting this responsibility has been accomplished through the many degree programs offered at each instructional site. In order to enhance the ability to serve this mission, the College must also be positioned to take the resources and expertise of the institution beyond the existing physical locations. By serving employees in the workplace, the College can increase its positive impact on Indiana’s workforce. This policy endeavors to balance commitment to existing College instructional sites with educational activities at worksites across Indiana.

Credit instruction is reported to the Indiana Commission for Higher Education (CHE) and used as a benchmark by legislative agencies for funding. Properly classifying and reporting credit hours as credit (non-contract) instruction and credit (contract) instruction are critical to the operation of the College. The classification of credit (non-contract) instruction is the primary benchmark used to measure growth or decline in enrollment. Credit (non-contract) instruction is a critical measure for higher education funding.
State support should be available for generalized skill development which will serve broad business needs, but not available for narrow-scope training specific to an individual company. College courses from the course inventory, special topics courses, and IND courses taught for a group of individuals at one company should be classified as “open” if those courses are available to the general public in typical college offerings. Instruction in workplaces for the convenience of workers does not preclude state support and can be classified “non-contract instruction.” However, the College must be sensitive to the issues of requesting state support for activities which fall into the “contract instruction” definition.

This policy statement gives guidance for the classification process for credit (non-contract), credit (contract) and noncredit instructional activities of the College. Academic classification for these categories is found through cross-reference for Corporate College in 8.1 - Awarding Credit in Corporate College Courses.

**PROCEDURE**

**Reporting Standards**

The following guidelines for classification of credit (non-contract) instruction, credit (contract) instruction, and non-credit instructional activities will apply to educational/training offerings either at College or business-provided sites.

**Classifications**

1. Credit (Non-Contract) Instruction - Reported to CHE and used as a funding benchmark.
2. Credit (Contract) Instruction - Reported to the CHE as an informational item.
3. Noncredit Instruction - Not reported to the CHE; reported internally in the College for informational purposes.

**Operational Standards**

1. Credit - (Non-Contract) Instruction
   
   Activity reported to the CHE as credit - (non-contract) instruction must be courses from the Ivy Tech course inventory, special topics courses, or IND courses.
   
   *Fee Assessment Required*
   
   Student Fees - At State Trustee approved rate applicable at the time of enrollment.

Fees Assessments Allowable - All assessed fees must be internally designated by the following categories and externally designated by these categories as a lump sum on third-party billing forms.

- Class Size Differential (for sponsor-requested and funded activities with a class size below 12): A charge will be allowed for an amount equal to student fees for the minimum class size of 12 students, minus the student fees for the actual students enrolled.
- Texts and instructional materials at approved bookstore markup rates.
- Training Site Accommodations: A fee will be allowed for rental of facilities that are not College owned or long term leased, at cost. A fee will
be allowed for rental, at cost, of equipment needed to deliver a course which is not College owned.

- License, Professional Organization, and/or Agency Fees: A fee is allowable for third-party fees to cover College direct-cash cost in handling and submission of student-specific license or agency fee.

2. Credit (Contract) Instruction
   Courses can be Special Topics Courses that are not available to the general public or IND courses that are not available to the general public.

   Fee Assessments Allowable - Fees for instructional services rendered under this classification will be uniformly developed in all regions of the College. Methodology for price development is defined for Corporate College in 8.3 - Pricing of Corporate College Credit Course Offerings.

3. Noncredit Instruction - Courses are from noncredit Banner
   By default, all education and training activities which do not meet the definition of credit (non-contract) or credit (contract) will be classified as non-credit. Enrollments in courses being offered to specific groups or the general public which are tailored to meet non-credit needs will be archived using the non-credit course system and student records managed by the appropriate Registrar’s office.

   Fee Assessments Allowable - Courses offered by the College deemed non-credit will be priced using a common pricing methodology in all regions of the College. Pricing methodology is defined in 8.3 - Pricing of Corporate College Credit Course Offerings.

REFERENCES
8.1 - Awarding Credit in Corporate College Courses
8.3 Pricing of Corporate College Credit Course Offerings

RESOURCE PERSON
Executive Directors of Corporate College