

**TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
SERIES 3
CONVERSION OF NON-CREDIT TRAINING ACTIVITIES TO COLLEGE-LEVEL CREDIT**

§135-3-1. General.

1.1. Scope. Rule establishing guidelines and procedures for community and technical colleges to convert non-credit training activities to college-level credit.

1.2. Authority. W. Va. Code §18B-1-6.

1.3. Filing Date. January 30, 2008.

1.4. Effective Date. February 28, 2008.

§133-3-2. Purpose.

2.1. The purpose of this policy is to provide consistency among community and technical colleges in converting non-credit courses to credit. This policy will provide an opportunity for participants in workforce development and other non-credit courses to convert those courses to college-level credit and meet the goal of providing additional options for individuals to pursue a college credential and engage in life-long learning.

§135-3-3. Options for Awarding Credit.

3.1. If non-credit courses are delivered utilizing the same competencies as an existing college-level course, and the competencies have been met, it may be granted that course number.

3.2. Special topic courses with institutional course numbering may be utilized to identify courses to be converted from non-credit to college-level credit.

3.3. The Certificate in Technical Studies, Board of Governors AAS Degree, AAS in Technical Studies, AAS in Individualized Studies or other existing degree programs may be utilized to grant college-level credit for non-credit activity by applying the procedures and guidelines of those programs.

3.4. Competency levels of appropriate non-credit courses may be compared to required general education course competencies to determine academic credit to be awarded through an assessment appropriate for the discipline as

determine by the chief academic officer of the community and technical college or designee.

3.5. The actual awarding of college equivalent credit is made by the chief academic officer of the community and technical college or designee.

§135-3-4. Credit Conversion Formula.

4.1. For lecture courses, conversion of non-credit to college-level credit hours will be no less than 15:1 contact to credit hour.

4.2. For laboratory hours, conversion of non-credit to college-level credit hours will be no less than 30:1 contact to credit hour.

4.3. For on-the-job training activity, conversion of non-credit to college-level credit hours will be no less than 160:1 contact to credit hours.

4.4. For those courses delivered through an accelerated format and mastery of equivalent course competencies are documented, the contact to credit hour requirement may be waived.

§135-3-5. Course Description.

5.1. For each non-credit course being considered for college-level credit, the following information will be compiled:

5.1.1. Course title: Listing of the full title of the course

5.1.2. Credit hours: The number of academic credit hours to be awarded

5.1.3. Contact hours: Actual number of course hours

5.1.4. Topic description: Brief overview of the topic

5.1.5. Competencies: Listing of competencies to be taught

5.1.6. Outline: Listing of the content to be covered in the course

5.1.7. Learning Resources: Listing of textbooks, handouts and other instructional material

5.1.8. Suggested Method of Instruction: Instructor's methodology and mode of instruction

5.1.9. Methods of Evaluation/Grading: Listing of activities, assignments and assessments that will be utilized to determine the grade

5.1.10. An assessment will be used to document prior skill level attainment for the proposed college credit course.