Title: #V-8. Conversion of Non-Credit to Credit

Date: March 18, 2010

In accordance with Series 3 of the WV Council for Community and Technical College Education, West Virginia University at Parkersburg will recognize vocational or technical training completed at certain businesses and other institutions to convert their non-credit training hours into college-level credit hours using the following procedures:

A. Options for Awarding Credit:

1. If a non-credit course is delivered utilizing the same competencies and number of contact hours as an existing college-level course and the competences have been met, it may be granted that course number.

2. Non-credit hours converted to college-level credit hours may be applied to the Certificate in Technical Studies, Board of Governors AAS, AAS in Technical Studies, or other existing degree programs by applying the procedures and guidelines of those programs.

3. WVU at Parkersburg's Work Force Development (WFD) designation with institutional course numbering may be utilized to identify courses to be converted from non-credit to college-level credit.

4. Competency levels of appropriate noncredit 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 determined by WVU at Parkersburg's Senior Vice President for Academic Affairs or designee.

5. The actual awarding of college equivalent credit is made by WVU at Parkersburg's Senior Vice President for Academic Affairs.

B. Credit Conversion Formulas:

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

2. For laboratory hours, conversion of non-credit to college-level credit hours will be no less than 30:1 contact to credit hour.
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. For those courses delivered through an accelerated format and mastery of equivalent course competencies are documented such as with industry, state, or national certification, the contact to credit hour requirement may be waived.

C. Information Required for the Conversion Process

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

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

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

3. Contact hours: Actual number of course hours

4. Topic description: Brief overview of the topic

5. Competencies: Listing of competencies to be taught

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

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

8. Suggested Method of Instruction: Instructor’s methodology and mode of instruction

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

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