

INSTITUTIONAL DIRECTIVE 8-32

August 13, 2007

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.

Title: Academic Programs in Contract Industry Training

I. Purpose

This directive sets forth policy and procedural guidelines for creating and/or operating credit programs within the Continuing Education (CE) Division for use in contract industry training. It supplements policy and procedures in Institutional Directive 8-1, The Development and Revision of Academic Programs.

II. Policy

When program content is substantially similar to one in the State Catalog of Approved Courses (CAC), it is the policy of Piedmont Technical College to attempt to operate an industry training program as a credit course if this practice benefits the student and/or client. Due to the nature of these programs, the college normally does not issue mid-term grades for credit programs that operate through the Continuing Education Division.

III. Procedures and Responsibilities

- A. New Programs and Courses. A client may request academic credit for a training program that is not substantially similar to one in the State CAC. The Continuing Education Program Coordinator forwards this request to the appropriate academic dean through the Associate Vice President, Continuing Education, for review and consideration. If the academic department and dean concur, they comply with procedures outlined in Institutional Directive 8-1. If they do not concur, they return the request to the Associate Vice President, Continuing Education through the Vice President for Academic Affairs/Chief Educational Office with an appropriate rationale that the college can offer the client.
- B. Catalog Courses. When a scheduled training program contains material and cause objective that is similar to an existing course:

Office of Responsibility: Vice President for Academic Affairs/Chief Educational Officer

1. The Continuing Education Program Coordinator:
 - a. Discusses the proposal with the Associate Vice President, Continuing Education to assess its feasibility.
 - b. Completes the Request for Credit Course form and routes it to the Vice President for Academic Affairs/Chief Educational Officer for approval, through the Associate Vice President, Continuing Education, appropriate Academic Dean and Department Head.
 - c. Forwards an information copy of the form to the Business Office, Registrar and Director of Academic Services.
 - d. Works with the department head to identify appropriate faculty that meets SACS credentials and that course content and objectives are similar to those shown in the approved course guide.
 - e. Handles all logistical matters associated with operation of the course, e.g., room scheduling, materials, supplies, A/V support, etc.
 - f. Maintains a continuing dialogue with the department head during the period that the course operates to insure quality, identify student problems, etc.
 - g. Insures that the course is established in the system for the appropriate term.
 - h. Contracts with the faculty member, if appropriate.
 - i. Insures that each student completes a college application and student advisement form and turns these in to Admissions and Student Records following the first class meeting.
 - j. Assists the faculty member in insuring that final grades are delivered to Student Records following the last class meeting. The coordinator remains available to the faculty member following the last class to assist in resolving any "incompletes."
2. The Continuing Education Associate Vice President and Associate Dean:
 - a. Conduct an initial feasibility assessment of the request with the appropriate CE Program Coordinator.
 - b. Forward the request through the appropriate academic dean for approval.
 - c. Maintains general program oversight.
3. The Academic Dean:
 - a. Evaluates the request and assigns it to the appropriate department head for action.
 - b. Together with the department head, insures that course content, delivery and faculty evaluation meet college standards.
4. The Department Head:
 - a. Selects the instructor and coordinates with the CE coordinator to determine who will contract with the instructor.
 - b. Is responsible that course content, delivery and faculty evaluation meet college standards.
5. The Vice President for Academic Affairs/Chief Educational Officer approves requests or returns them to the appropriate dean to resolve issues.

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| <u>Original on File</u> | <u>8/13/07</u> |
| Approved for Publication | Date |

SUBJECT: Request for Credit Course

FROM: _____ Phone: _____

Program Coordinator

Course: _____

TO: Associate Vice President, Continuing Education

Vice President/Chief Educational Officer

Dean, _____

Department Head, _____

1. Situation.

- a. Company or agency:
- b. Location:
- c. Desired start date or completion date:
- d. Number of students:
- e. Total contact hours requested (LEC/LAB):
- f. Description of training requested:

g. Remarks:

2. Program Parameters

- a. Location, classroom:
- b. Days/times operated:
- c. Instructor:
- d. Start/end dates:
- e. Term:
- f. SH credit:

3. Approved:

Department Head _____

Dean _____

Vice President for Academic Affairs/Chief Educational Officer _____

Copy: Business Office, Registrar, and Director of Academic Services, Dean, and
Vice President for Academic Affairs/Chief Educational Officer