

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

No. ES.4.14	Page 1 of 3	Effective Date: 07/26/97
DIVISION:	Educational Services	
SUBJECT:	Substitution of Continuing Education Courses for Courses Taken for Credit	
AUTHORITY:	Minute Order #74-97	
SUBMITTED BY:	<i>Original Signed by J. Gary Hendricks</i>	
TITLE:	Director, Educational Services and Information Resources	Date: 07/26/97
APPROVED BY:	<i>Original Signed by Ralph Strother</i>	
TITLE:	Interim Chancellor	Date: 07/26/97

STATUS: Approved by BOR 07/26/97

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 Final 05/19/88

POLICY

It is the policy of Texas State Technical College that collegiate credit for a successfully completed continuing education course may be granted only after it is determined that the continuing education course is equivalent to the course taught for credit and that the applicable criteria of the Southern Association of Colleges and Schools have been satisfied.

PERTINENT INFORMATION

According to the 1996 "Criteria for Accreditation" published by the Southern Association of Colleges and Schools (SACS):

"An institution **must** not award academic credit for work taken on a non-credit basis without appropriate documentation that the non-credit coursework is equivalent to a

designated credit experience. In such cases, the institution **must** document that the credit awarded for non-credit coursework represents collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies equivalent to those of students in the institution's own degree programs; and coursework taught by faculty members qualified to teach at the appropriate degree level. All credit-bearing continuing education courses and activities **must** comply with the requirements of the *Criteria*."

DELEGATION OF AUTHORITY

Presidents are delegated the authority and responsibility to establish procedures that are consistent with this System Operating Standard.

OPERATING REQUIREMENTS

1. For continuing education courses to be considered for credit, a student must request that credit be granted for continuing education courses.
2. The student must supply appropriate documentation and information that allows adequate evaluation of the course(s).
3. Requests for granting regular credit for continuing education courses must be evaluated in accordance with applicable SACS criteria (see Pertinent Information above). Recognized guides published for this purpose may be used, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
4. If credit is to be granted, faculty of the affected program shall initiate the Course Substitution form, attaching documentation that confirms that the continuing education course meets SACS criteria for granting regular credit.
5. The office responsible for maintaining student records shall record the course substitution(s) in the student's degree plan.
6. A copy of the Course Substitution form and related documentation must be retained in the student's permanent file.

PERFORMANCE STANDARDS

1. Credit is granted for continuing education courses only when such courses meet SACS criteria for allowing such credit.
2. The Course Substitution form and course documentation for which credit is given are retained in the student's permanent file.
3. Degree plans are updated to indicate course credit substitutions.

COLLEGE OPERATING PROCEDURE

COLLEGE		Page 1 of
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:		Date