

Policy Statement

Nondegree Students Taking Regular For-Credit Courses via a Cross-Listed Noncredit Course

Rationale

1. There is interest on the part of a number of working professionals to take certain regular, for-credit courses as continuing education. Since these individuals will neither receive academic credit for the courses nor receive the other services available to degree candidates (e.g. academic advising, career services), it is appropriate that they pay a discounted tuition rate for the courses.
2. The presence of these individuals in the courses and their paying tuition, some portion of which will be returned to the school offering the courses, may permit the school to offer courses to its degree-seeking students that it might otherwise not be able to support.
3. Having working professionals taking the courses brings a “real world” perspective to the courses that will benefit the degree candidates and provide opportunities for the degree candidates to make potentially beneficial contacts with persons already established in their chosen profession.

Procedure

The procedure by which the non-degree students may take regular, for-credit courses under this policy is as follows:

1. The schools will identify those courses that may be cross-listed with a non-degree course.
2. A noncredit course will be established through GWSolutions (GWS) that will be “cross-listed” with a specific regular, for-credit course.
3. Tuition will be established for the noncredit course at a rate discounted 22.15% from the regular on-campus per-credit-hour tuition.
4. Potential students will submit an application to GWS. GWS will forward the applications to the appropriate school for admission decisions. It is expected that those applicants who are admitted will be highly qualified by virtue of their academic and professional experiences and will make positive contributions to the courses which they will take.
5. Those applicants approved by the school will be permitted to register for the noncredit course and attend the regular, for-credit course on a space-available basis.
6. Persons taking the noncredit course may complete course assignments and be provided evaluative feedback at the discretion of the course instructor.

Marketing

1. The noncredit courses will be listed in the Center for Professional Education's promotional materials and promoted with the permission of the school offering the for-credit course.
2. The schools/programs may market the noncredit courses directly in consultation with GWS.
3. Procedures for handling inquiries will be worked out directly between the schools/programs and GWS.

Revenue Distribution

Revenue from the noncredit course will be distributed as follows:

1. School offering the regular, for-credit course: 27%
2. GWSolutions for processing applications and registrations, for providing the school and course instructor with class lists, and for maintaining records of participation in the non-degree course: 10%
3. Academic Affairs: 63%

Effective Date

This policy will become effective 1 January 2003.