

# **NONCREDIT COURSES AND PROGRAMS**

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**WHAT ARE  
THEY?**

**WHY DO WE  
NEED THEM?**

# ALIGNING NONCREDIT **AND** WDCE VISION

## ***WDCE Vision***

- ***“To develop a diverse group of exceptional leaders, advance comprehensive social justice strategies, and increase College revenue to support student success, along with reducing and ultimately eliminating poverty”***

PCCD noncredit instruction provides our community with open access to educational opportunities, career advancement and lifelong learning.

# TYPES OF COURSES

- Title 5 §55002 defines types of courses

Type	Purpose	Details
Degree-applicable credit courses	Degree, Certificate or Transfer	Articulate with 4-year institutions Apply to ADTs Agree with C-ID descriptors when applicable
Non-degree-applicable credit courses	Preparation for degree-applicable courses Career technical courses	Not applicable to the Associate degree Career technical instruction for which meeting division standards is not required
Noncredit courses	College Preparation and Career Development (CDCP) Lifelong Learning	Enhanced funding available for certain noncredit categories Zero unit courses with no tuition fees
Not-for-credit courses	Fee-based Community Service/Education	No apportionment Self-supporting Subject to local process
Contract Education (not a type of course but an offering)	Education/training paid for by a business or organization (restricted enrollment)	No apportionment Credit, noncredit, and not-for-credit may be offered

# TYPES OF CERTIFICATES

- Title 5 - §55151 defines types of certificates

Type	Details
Certificate of Completion	<ul style="list-style-type: none"><li>• A sequence of 2 or more noncredit courses that lead to a certificate for improved employability and job opportunities</li><li>• Should correspond to programs in Short-term Vocational or Workforce Preparation</li></ul>
Certificate of Competency	<ul style="list-style-type: none"><li>• A sequence of 2 or more noncredit courses that lead to a certificate in a recognized career field transitioning to credit, a degree, or transfer</li><li>• Should correspond to ESL or Elementary/ Secondary Basic Skills and Short-term Vocational</li></ul>

- Sequences of instruction that lead to a noncredit certificate
  - Certificate of Completion
  - Certificate of Competency
- Preparation for employment OR bridge to college-level credit coursework
- Four categories of courses that, if combined into a noncredit certificate, can be eligible for apportionment funding equal to credit
- Four categories:
  - ESL
  - Basic Skills
  - Short-term Vocational
  - Workforce Prep
- Performance Indicators
  - Term-to-term persistence
  - Annual wages for CDCP participants

## WHAT IS CDCP?

### Career Development College Preparation

“Enhanced noncredit”  
courses

\*Ed. Code 84760.5

# DIFFERENCES BETWEEN CREDIT AND NONCREDIT

## Credit

- Degrees and Certificates of Achievement
- Generates apportionment
- Student fees apply
- Degree applicable and non-degree applicable
- Unit bearing
- Letter grade indicated on academic record
- Repeatability restricted
- Approval: Curriculum Committee, Governing Board, Chancellor's Office

## Noncredit

- Certificates of completion and competency
- Generates two levels of apportionment (noncredit and enhanced noncredit)
- No student fees
- Enhanced noncredit = Career Development and College Preparation (CDCP)
- Limited to 10 different categories
- Approval: Curriculum Committee, Governing Board, Chancellor's Office

- English as a Second Language
- Elementary and Secondary Basic Skills (including remedial academic courses in reading, mathematics, and language arts)
- Short-Term Vocational (courses and programs with high employment potential)
- Workforce Preparation (courses required for preparation to participate in job-specific training)
- Citizenship for immigrants
- Health and Safety Education
- Courses for Adults with Substantial Disabilities
- Parenting Education
- Home Economics
- Courses and Programs for Older Adults
  - Eligible for AB86 funding if primarily related to workforce entry or reentry
  - Eligible for AB86 funding if designed to develop knowledge and skills to assist K-12 students

## NONCREDIT CATEGORIES

Categories eligible  
for state funding  
according to Title 5  
Section 58160

# OPTIONS WITHIN NONCREDIT

- **Enrollment Options – All courses receive Positive Attendance Apportionment**
  - Open Entry/Open Exit
  - Managed Enrollment (ability to fill seats as they become available)
  
- **Grading Options – Grades not calculated in student's GPA**
  - No grade
  - Standard letter-grades or Pass/No Pass
    - Pass (P) = Satisfactory completion of course
    - No Pass (NP) = Did not complete course satisfactorily
  - Progress Indicators (Satisfactory Progress)
    - Satisfactory Progress (SP) = Satisfactory progress towards completion of course
  
- **Unlimited Repeatability**

# WHY NONCREDIT?

- Free to students
- Benefits students with focus on skill attainment, not grades or units
- Provides multiple pathways for transition to credit instruction and/or into the workforce
- Provides bridge to and from Adult Ed Partners
- Draws new adult learners to the community college system
- Provides short-term employment training and career advancement
- Supports credit success
- Increase access and equity for underserved and immigrant adult learners
- Option for students who are not eligible for financial aid
- Provides resources and opportunities to address academic and career needs of underserved adult students

# NONCREDIT RESOURCES

## STATUTES AND REGULATIONS

### California Education Code

### California Code of Regulations Title 5

- **84750.5(d)**
  - Funding Provisions
  
- **84757**
  - Noncredit Courses Eligible for funding
  
- **84760.5**
  - Career Development and College Preparation (CDCP)

- **55002(c)**
  - Standards and Criteria for Courses
- **55150**
  - Approval of Noncredit Courses and Programs
- **55151**
  - Career Development and College Preparation (CDCP)
- **55155**
  - Noncredit Certificates
- **58006**
  - Application of Actual Student Contact Hours of Attendance Procedure
- **58007**
  - Noncredit Courses
- **58130**
  - Noncredit Course Funding