

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

Date: July 22, 2024 (Replaces version dated March 18, 2010)

In accordance with [Series 3](#) of the WV Council for Community and Technical College Education, West Virginia University 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.

This policy will provide an opportunity for participants in workforce development and other non-credit courses to convert those courses to college-level credit and meet the goal of providing additional options for individuals to pursue a college credential and engage in life-long learning.

Definitions:

Clock hour:

A period of time consisting of one of the following:

- A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period;
- Sixty minutes of preparation in a correspondence course; or
- In distance education, 50 to 60 minutes in a 60-minute period of attendance in an a synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or in an asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.

Credit hour:

Except as provided in [34 CFR 668.8\(k\)](#) and [\(l\)](#), a credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that are reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or
- At least an equivalent amount of work as required in paragraph (1)(i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours; and

- Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

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, AAS in Occupational Development or other existing degree programs by applying the procedures and guidelines of those programs.
3. WVU Parkersburg's Workforce & Economic Development (WED) designation with institutional course numbering may be utilized to identify courses and general education 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 Parkersburg's Vice President for Academic Affairs or designee.
5. The actual awarding of college equivalent credit is made by WVU Parkersburg's Vice President for Academic Affairs.
6. Special topic courses with institutional course numbering may be utilized to identify courses to be converted from non-credit to college-level credit.
7. A legally authorized postsecondary program of organized instruction or study that may, in lieu of credit hours or clock hours as a measure of student learning, utilize direct assessment of student learning, or recognize the direct assessment of student learning by others, if such assessment is consistent with the accreditation of the institution or program utilizing the results of the assessment and with the provisions of [§ 668.10](#).

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. Outcomes/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.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242