

TYPE:	Academic
TITLE:	Full-Time Student Access to Credit Courses Offered Through the Centre of Professional and Part-Time Learning
NO.:	ACAD-113
RESPONSIBILITY:	Executive Vice-President, Academic and Dean, Professional and Part-Time Learning
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	December 2020
REVISED DATE(S):	
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1. Introduction

Durham College seeks to provide students with a range of options for completing courses in their programs. To this end, full-time registered students may be eligible to enroll in part-time credit courses offered through the Centre for Professional and Part-time Learning (PPL) as part of their full course load.

2. Purpose

This policy and procedure outlines the framework for registered, full-time Durham College students to access part-time credit courses delivered by the Centre for Professional and Part-time Learning.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Registered full-time students may have the option to enroll in part-time credit courses offered through PPL, depending on factors including, but not limited to: course, space and seat availability; financial impacts; appropriate start dates; attainment of course pre-requisites; progression and graduation criteria and/or; program policies or requirements.
- 4.2. Students make requests to take credit courses through PPL as part of their full-time course load through the relevant school office.
- 4.3. If approved to take part-time courses as part of a full-time program, students may be assessed additional fees, as appropriate.
- 4.4. Registration of full-time students in part-time credit courses offered through PPL will not affect the right of PPL to cancel a course or alter a course, including but not limited to its: semester; location; delivery mode; date and; time.

5. Procedure

5.1. To register for a part-time credit course offered by PPL as part of a full-time course load:

5.1.1. Students will meet with the program's student advisor or designate to:

- confirm that the course offered through PPL is an approved equivalent to the full-time program's course;
- ensure that any pre-requisite and/or co-requisite requirements for progression in the program are met;
- ensure that any general education courses taken through PPL meet program requirements;
- verify that the course offered through PPL meets graduation requirements in the student's full-time program, and;
- review whether the course offered by PPL can be incorporated into the student's timetable.

5.1.2. Students will complete the prescribed Full-Time Equivalent Course Authorization form.

5.1.3. Once the Full-Time Equivalent Course Authorization form is approved by the relevant Executive Dean/Dean/Associate Dean, the student advisor or designate will register the student into the part-time course offered by PPL.

5.1.4. Students will be notified by the Office of the Registrar (RO) of any additional fee assessments and payment deadlines associated with PPL registration, through DC mail.

5.1.5. Students will be required to pay for non-tuition related fees for courses taken through PPL. Any course in excess of a program of study's full course load shall be subject to PPL's published standard fees.

5.1.6. Students who request to retake a part-time course offered by PPL as part of their full-time course load are required to repeat the approval and registration process.

6. Roles and responsibilities

6.1. It is the responsibility of the Executive Vice-President, Academic to ensure that this policy and procedure is fully implemented.

6.2. It is the responsibility of the relevant academic school to register students in a manner consistent with this policy and procedure.

6.3. It is the responsibility of students to confirm equivalency of course selection with their student advisor, complete registration and note the PPL course on their timetables.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy may disadvantage a student wishing to complete program requirements.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Full-Time Equivalent Course Authorization form