Durham College Policy and Procedure

TYPE:	Academic
TITLE:	Access to Professional and Part-Time Learning Credit Courses
NO.:	ACAD-113
RESPONSIBILITY:	Executive Vice-President, Academic and Dean, Professional and Part-Time Learning
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	February 2024
REVISED DATE(S):	
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1. Introduction

Durham College (DC) 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 credit courses offered through the Professional and Part-time Learning (PPL) department as part of their full-time course load.

2. Purpose

This policy and procedure outline the framework for registered, full-time DC students to access credit courses delivered by PPL.

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 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 Faculty office.

4.3. If approved to take credit courses as part of a full-time program, students may be assessed additional fees, as appropriate.

4.4. Registration of full-time students in 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.

4.5. Once a PPL credit course is deemed equivalent to a full-time program course, it will be applied to all eligible students.

5. Procedure

5.1. To register for a 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;
- ensure the student remains in at least one Faculty-offered course from the student's full-time program;
- confirm equivalent course's start and end dates;
- 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. Once the registration is approved by the relevant Executive Dean/Dean/Associate Dean or designate, student advisors will add approved students to the Full-time Equivalent Authorization spreadsheet and register them in the credit course offered by PPL.

5.1.3. 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.

- Students will be required to pay for non-tuition related fees for credit 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.
- Students who request to retake a credit 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 and the Dean, PPL, to ensure that this policy and procedure is fully implemented.

6.2. It is the responsibility of the relevant Faculties 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 Multi-Year Accessibility Plan.

8. **Non-compliance implications**

    Failure to comply with this policy may negatively impact student academic progression, the completion of program requirements and the ability of students to graduate.

9. **Related forms, legislation or external resources**

    - Full-Time Equivalent Authorization Spreadsheet