

De Anza Noncredit Program Implementation Guide:

What is Noncredit?

Noncredit courses offer a new way to gain valuable job skills, expand personal knowledge or become better prepared before taking classes for academic credit. These programs can be a starting point for many individuals – particularly immigrants, the economically disadvantaged and adults who need to improve their skills – on a pathway to gaining basic skills, preparing to enter the workforce, transitioning to for-credit programs or transferring to a four-year university. Noncredit courses may provide a pathway for students to transition to the college’s credit programs and may also inspire students to achieve an academic or vocational goal they may not have thought was possible. Noncredit courses do not count toward a degree or academic certificate, and students do not earn college credit units.

- Enrollment: Students use the same application and enrollment process established for credit classes.
- Grades: Can include the use of letter grades and/or a mark of P, N/P or satisfactory progress. Grading options for all courses will be included in the course outline of record and established during the course development and approval process.
 - o Noncredit grades are not recorded students’ academic transcripts and not calculated in GPA.
- Transcript: Noncredit transcript showing noncredit courses taken with hours and grade (if applicable).
- Certificates: Students can earn a noncredit certificate after completing a series of required classes.
- Costs: All noncredit courses are tuition-free (student responsible for materials and textbooks).
- Prerequisites: All courses except for English as a Second Language and Math, generally do not have prerequisites.
- Repeating Courses: There are no limits on repeating a noncredit course.
- Transportation: Students taking noncredit may opt to pay the DAC basic fees for the CTE SmartPass.

Mirrored Noncredit Courses:

Mirrored noncredit courses are noncredit courses that have the same course outline as their credit counterparts, are offered at the same time, in the same place, and with the same instructor. The main difference between the two is that the noncredit course lists hours instead of units. Mirrored courses can be helpful for students who want to avoid the credit version of a course, or for those who are transitioning from noncredit to credit. They can be used to cover topics like basic skills, English as a Second Language, or short-term vocational training.

De Anza is currently only considering mirrored noncredit courses. Noncredit courses that are not mirrored to a credit course will not be considered at this time.

- Noncredit Course Outline of Record (COR) must be identical to the credit course.
- The same approval process is used for both the credit and noncredit courses.
- Students in both the credit and noncredit sections complete the same work and assignments.
- Instructors must separately record attendance and grades for each section. Positive attendance totals are submitted with grades to Admissions and Records at the conclusion of each quarter.

Noncredit Certificates:

All noncredit courses must be tied to a noncredit certificate.

- Noncredit certificates do not need to mirror credit certificates.
- A minimum of two noncredit courses is required to create a noncredit certificate.
- De Anza offers two kinds of noncredit certificates:
 - o Certificates of Competency are awarded for completing a designated sequence of basic skills courses.
 - o Certificates of Completion are awarded for completing a designated sequence of career training courses.

Funding:

All noncredit courses must be CDCP compliant.

- Career Development College Preparation (CDCP): Noncredit CDCP courses and programs qualify for full state apportionment, according to [Title 5 §55151](#).
- Supported by state apportionment per student; calculated by hours of attendance.
- Courses may be repeated as often as desired and still qualify for apportionment.

De Anza Course Numbers:

- Noncredit CTE courses are typically identified with 300 series course numbers followed by full course name.
 - o Example: Mirrored noncredit course for AUTO 50A is AUTO 350A.
- Noncredit basic skills courses are typically identified with 400 series course numbers.
 - o Example: Mirrored noncredit course for MATH 31A is MATH 431A.

STEPS:

1. Determine which classes to be mirrored noncredit
2. Determine which noncredit classes to be included in the noncredit certificate
3. Receive approval from your Division Dean
4. Receive approval from Dean of CTE & Workforce Development
5. Once approved, complete the standard New Course process:
https://www.deanza.edu/curriculum/course/course_new/
6. Once the new course number is provided by the Curriculum Office, the course will appear in elumen to complete. Initiate the “Course-New” workflow in eLumen.
 - o For the noncredit course to be mirrored, the Course Outline of Record (COR) must be identical to the credit course. Copy and paste responses from the respective mirrored credit course.
 - o **Although not mandatory, it is recommended to complete five-year review of the credit section so that both the mirrored and noncredit mirrored courses come into review at the same time**
7. The process will continue through the same curriculum process as any credit course.

Contact Tiffany Rodriguez-Tran, Program Coordinator for Dual Enrollment, Career Education, and Noncredit programs, at any time throughout this process for assistance at rodrigueztrantiffany@deanza.edu.

Resources:

- De Anza Noncredit Programs Homepage: <https://www.deanza.edu/noncredit/>
- De Anza Noncredit Catalog: <https://deanza.elumenapp.com/catalog/2024-2025/noncredit-courses-and-certificates#mainContent>
- Noncredit Certificates: <https://www.ccccurriculum.net/certificates/>
- Career Development College Preparation (CDCP): <https://casetext.com/regulation/california-code-of-regulations/title-5-education/division-6-california-community-colleges/chapter-6-curriculum-and-instruction/subchapter-2-approval-by-the-chancellor/article-2-approval-of-noncredit-courses-and-programs/section-55151-career-development-and-college-preparation>
- Noncredit Instruction: https://www.asccc.org/sites/default/files/Noncredit_Instruction.pdf