

## **SPECIAL COURSES (PROCEDURE)**

### THE COLLEGE

#### I. Contacts

- A. The type of course will determine which department chair will be notified.
- B. Course approval forms can be picked up from the Assistant to the Vice President of Instruction who will determine faculty status and process to the Registrar's Office.

#### II. Course/Credits

- A. Identify course needed and number of credits.
  - 1. Courses can be experimental, special topics courses listed in catalog, or non-OLC funded courses for outside agencies. Courses of an experimental nature or non-degree courses meeting the needs of a special group may be offered; special topics courses are listed in the catalog and may cover elective hours or transferable credit hours, Non-OLC funded courses are requested and paid for by an outside organization for recertification purposes or specialized training. All special courses must be approved by the Chairperson of the department in which credit is sought and the VP for instruction.
  - 2. If a new course number is determined, the last digit reflects the number of credits.
  - 3. Instructor must provide activity for grading purposes and grades must be in office ten days after class is completed.\

#### III. Instructor

- A. First preference is an OLC instructor.
- B. If not an OLC instructor, need to get credentials/resume and approval by Vice President for Instruction.

#### IV. Location

- A. Identify location of course and the classroom area.

#### V. Dates/Time

- A. Identify dates and times for the course.

B. 15 contact hours with 30 hours of homework. (For one Credit)

V. Waiver

A. Waive student activity fee because it is a special short course.

VI. Costs

- A. Tuition, Registration, and lab fees as per current college catalog.
- B. Charge for material, if necessary.
- C. Billing will be done by the Business Office.  
Financial Aid can only be used when the course is listed as a degree requirement on the chosen status sheet.
- D. Exception: If the institution/organization pays for the instructor, the cost will be determined by the administration.

VII. Registration

- A. The Chairperson of the Department in collaboration with approved instructor will do the registration for special courses.
- B. All the necessary information for the registrar's office will be collected: high school diploma, GED certificate, and DIB.
- C. All registration cards must be turned in to the Registrar's Office no later than the first day of the class.

VIII. Class Size

As per current policy.