

# SPECIAL CURRICULUM

## Non-credit Training Certificate

A non-credit training certificate (NCTC) is a stand-alone course or a series of courses that do not offer college credit for completion but which are included in an official transcript. An assessment of measurable outcomes or mastery of learning or knowledge is required. NCTCs are developed in consultation with local employers and workforce representatives and are designed to be responsive to the local economy's labor, skill, and knowledge needs.

NCTCs provide documentation of skill attainment for specific occupational skills, knowledge, and/or abilities. All coursework completed within an NCTC is non-credit and include learning outcomes and aligned assessments. Attendance-only classes do not qualify for the non-credit training certificate.

### Rules Associated with Non-credit Training Certificates

#### Admission

As with all non-credit Community Education courses and programs at the College, there is no formal application or admission process. However, NCTC programs may have specific entrance requirements and/or pre-requisites that are noted in the [NCTC program guide](#).

#### Registration and Refund Policy

Pre-registration is required for all classes. Registration is through the Community Education department. Payment or arrangement for payment is required at the time of registration. Registration directions and exceptions to the general refund policy are noted in course descriptions on the [Community Education](#) page and in the printed class schedule.

#### Student Records

Upon successful completion of a non-credit training certificate, students will receive a printed certificate with program outcomes listed on the back. Grades are indicated on the non-credit transcript for the courses included in the NCTC program. Transcripts may be ordered through the Admissions & Records [transcript request web page](#).

#### Program Standards

Students enrolled in NCTC program courses receive a pass/no-pass grade on the official non-credit transcript. Grades are based on program-specific course assessments and are transcribed on an official college non-credit transcript, which indicate *P* for a passing grade, *NP* for a non-passing grade, and *IP* for in progress for incomplete or in progress work. Program standards for each NCTC are listed in each program guide.

#### School Calendar

The [Community Education](#) page lists current and future course offerings. Non-credit training certificate programs are offered based on industry needs rather than a defined college-term basis. Dates are identified in each NCTC program guide and include total number of clock hours for each NCTC.

#### Student Code of Conduct

Students will adhere to the College's general policies on conduct and academic honesty. NCTC programs expect student conduct in support of and in alignment with broader [Student Rights and Responsibilities](#).

#### Satisfactory Academic Progress

The Community Education Department holds all NCTC students accountable for satisfactory academic progress (SAP). Instructors meet

with students regularly to assess progress. NCTC program guides list each program's standards for SAP.

#### NCTCs and Credit for Prior Learning

Students entering an NCTC program may receive credit for prior certification (CPC) if they have completed a course, training, or other program that is taught to state, national, or other officially recognized standards. Credit is not awarded for other life experiences. Students interested in receiving credit for prior certification must submit official copies of prior certifications to the Community Education office along with a credit for prior certification approval form. When the CPC is awarded, the student will pay a certification fee before certification is recorded and/or transcribed.

Because NCTC programs require classroom participation and interaction between peers, the maximum amount of CPC that will be accepted is 10% of the entire program requirement. CPC will be awarded only to students currently enrolled in a NCTC program at the College.

#### Dismissal from Program

Because NCTC programs are short-term and competency based, it is imperative that students participate in classes. Absence from greater than 10% of required course hours will be grounds for a failing grade. Attendance will contribute to the overall grade in all NCTC classes, so students should be aware of the need to arrange other obligations to be able to attend classes.

If student behavior appears to violate the Student Code of Conduct, a referral is made to the director of student life for investigation and review. All NCTC review and disciplinary procedures follow standard college policy.

#### Readmission

NCTC programs are short-term and offered as needed according to regional business and industry demand. Readmission into a NCTC program after dismissal is not guaranteed. Before registering for a subsequent NCTC program following a formal dismissal, the student must submit an appeal to the Community Education director.

## Sustainability Curriculum

The College recognizes the importance of sustainability literacy, which according to the United Nations is "the knowledge, skills, and mindsets that allow individuals to become deeply committed to building a sustainable future and assisting in making informed and effective decisions to this end."

Sustainability literacy is promoted via two course designations. The first is the sustainability designated course list, which highlights courses that have adopted a moderate-to-strong emphasis on sustainability content. The second course designation is the SUS prefix, which identifies courses that were created with a specific and central focus on sustainability. Sustainability course designations are intended to meet students' and community needs and interests and to create a more just and equitable world.

Course	Title	Credits
BI 142	Introduction to Marine Biology	4
FOR 208	Soils: Sustainable Ecosystems	4
FOR 260	Conservation of Natural Resources	3

G 163	Field Geology: Rivers, Lakes and Springs of Central Oregon	4
G 201	Geology I - The Dynamic Earth	4
G 202	Geology II - Earth's Surface	4
G 203	Geology III - Earth History	4
HHP 228	Health and Social Justice	4
HHP 268	Sustainable Food and Nutrition	4
OL 111	Introduction to Outdoor Leadership	3
SOC 228	Sociology of the Environment	4
SUS 101	Introduction to Sustainability	4
SUS 102	Introduction to Environmental Science and Sustainability	4
SUS 103	Physical Science of Climate Change	4
SUS 210	Creating a More Sustainable Society	4
SUS 220	Sustainable Food and Agriculture	4