

**COMMUNITY COLLEGE OF VERMONT**  
**COURSES OFFERED IN COLLABORATION**  
**WITH OTHER ORGANIZATIONS POLICY**

*See also:*  
*Alternatives to Earned Credit policy*  
*Criteria for Faculty Hiring policy*

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**POLICY**

CCV participates in collaborative efforts with other organizations to provide CCV courses. Any credit bearing course jointly offered by the college and a second party organization must meet the academic and administrative criteria established by the college.

**PROCEDURES**

1. Academic Standards
  - a. All credit bearing courses offered in collaboration with other organizations must meet the academic standards of the college. Generally only CCV credit-bearing courses with approved Essential Objectives are eligible for consideration as off-site offerings. The academic dean may make exceptions.
  - b. High school students enrolled in CCV-sponsored courses will satisfy any recommended prior learning and/or basic skills assessment conditions that accompany those courses.
  - c. Instructors are hired by CCV according to established faculty hiring criteria.
  - d. A CCV academic staff member will review instructional materials in advance of the start of courses to ensure that a CCV course offered at a non-CCV location is academically sound and conducted at a college level.
  - e. To ensure equal learning opportunities, any arrangements for off-site offerings should include equitable access to equipment and resources essential to the successful completion of said course.
  - f. Off-site courses will be observed by a CCV academic staff member or a qualified designee.
  - g. Evaluation of student learning in a CCV course is the responsibility of the instructor, who will complete narrative evaluations and follow administrative procedures established for CCV courses.
2. Administrative Guidelines
  - a. Course fees are set at the beginning of each academic year.
  - b. All course arrangements must be approved by the appropriate academic center executive director or the academic dean.