

Credit Overlay Program

Operational Policies



Program Description

Credit Overlay serves as an outreach program for Western Oregon University (WOU). It is designed to support and facilitate professional development and career advancement for educators and other professionals in the region, primarily at the graduate level. Opportunities may include:

- Professional development seminars and workshops
- Career advancement training sessions and certification courses
- Conferences and other professional learning experiences sponsored or hosted by WOU

Policies

Course Proposals

1. Complete course proposal materials must be submitted for consideration three weeks in advance of the course start date
2. Credit Overlay courses will be transcribed as one of the following:
 1. Professional Development courses (subject abbreviation 805)
 2. Graduate courses (subject abbreviation 638)
 3. Undergraduate courses (subject abbreviation TBD)
3. The term, level of study, course abbreviation, and number of credits offered are established by WOU through a course approval process and associated rubric:
 1. Professional development courses require 10 hours of student work per credit
 2. Graduate and undergraduate courses require 30 hours of student work per credit
 3. Credit Overlay courses are assigned to an academic term based on the date final coursework is due
4. Course approval is valid for a maximum of four academic terms:
 1. During the approval period, subsequent offerings of the same course may be submitted and processed without additional approval
 2. Courses with significant changes and courses occurring after the approval period must be submitted for renewed approval
5. Courses may not advertise affiliation with WOU or the Credit Overlay program before course approval is established

Course Eligibility

1. National conferences are eligible for consideration as Credit Overlay coursework if they meet all of the following qualifications:
 1. Conference is sponsored by a WOU faculty member or program (e.g. WOU-hosted conference, WOU faculty member serves on the conference board)

2. Conference purpose aligns with the mission of the Credit Overlay program
3. Conference purpose aligns with the mission of the university
2. The university does not actively seek partnerships with vendors or third party training providers for the Credit Overlay program
3. Credit Overlay does not serve or seek to serve as an alternative admission route to WOU degree programs
4. Credit Overlay courses do not target core degree program requirements or seek to enroll current WOU students
5. Courses that fall within the regular teaching workload of a WOU faculty member are not eligible for the Credit Overlay program

Instructor Conditions

1. Credit Overlay instructors are not compensated by WOU
2. The sponsoring WOU dean serves as the instructor of record for all Credit Overlay courses

Instructor Eligibility

1. Instructors for professional development courses must meet the following qualifications:
 1. Instructors must provide evidence of expertise in the content area
2. Instructors for graduate and undergraduate courses must meet the following qualifications:
 1. Instructors must hold a minimum of a master's degree in a related field
 2. Instructors must provide evidence of expertise in the content area
3. Instructor eligibility records are retained by the Center and do not require renewal with subsequent course proposals
4. Instructors who do not comply with Credit Overlay Program policies may be prohibited from submitting future course proposals

Student Registration and Fees

1. Students must complete and submit a registration application in order to register for a Credit Overlay course
2. Students must register for credit prior to the final day of the term during which the course ends
3. Students are assigned a Credit Overlay admission status unless already admitted and active under another WOU admission status
 1. Students with an active Credit Overlay admission status are not subject to registration holds or academic suspension
 2. Students with an active Credit Overlay admission status are not subject to credit registration limits
 3. Students admitted and active under another WOU admission status remain so and are subject to the restrictions of their current status
4. Students will be charged a fee for Credit Overlay at a rate of \$60 per credit

5. Refunds will only be provided to Credit Overlay students when a course is canceled, in which case a full refund is automatically provided

Student Services

1. Credit Overlay students do not pay tuition and are therefore not eligible to access student services on campus

Grades

1. Professional development courses are required to use the Pass-No Credit grading scale
2. Other Credit Overlay courses are required to use the traditional A-F grading scale
3. Incomplete (I) grades may not be assigned to students in a Credit Overlay course
4. Grades must be submitted to WOU within three days of the end of the term during which the course ends
5. Students are otherwise subject to university policy regarding course grades, as appropriate
6. Degree programs individually establish all transfer and waiver policies relating to Credit Overlay courses