



College of The Albemarle Policy

Policy Number: 4.1.2

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Title: Academic Programs

Related Policy and Procedures: 4.1.2.1 Continuing Education Accountability Plan; 4.1.2.2 Self-Supporting Classes; 4.1.2.3 Customized Training Programs; 4.1.2.4 Program Reviews

Division of Responsibility: Learning

The College is authorized to provide the following academic programs:

- I. **Curriculum Programs.** Except as stated in Section II, curriculum programs are organized sequences of courses leading to an associate degree, a diploma, or a certificate. All curriculum programs are designed to provide education, training, or retraining for the workforce.
- II. **Developmental Education Programs.** Developmental education is a curriculum program that consists of courses and support services which may include diagnostic assessment and placement, tutoring, advising, and writing assistance. These programs are designed to address academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental education courses do not earn credit toward a degree, diploma, or certificate.
- III. **Continuing Education Programs.** Continuing education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations. Included within continuing education programs are:
 - A. **Occupational Extension Courses.** Occupational extension courses consist of single courses for the specific purposes of training an individual for full or part-time employment, upgrading the skills of persons presently employed and retraining others for new employment in occupational fields.
 - B. **Community Service Courses.** Community service courses consist of single courses that focus on an individual's personal or leisure needs rather than occupational or professional employment.
 - C. **Self-Supporting Programs.** Self-Supporting programs are specific courses of interest requested by the community or which serve a special need for the community and College.
 - D. **College and Career Readiness Programs.** College and Career Readiness programs provide courses for students seeking a high school diploma equivalency, general education development, or other specific types of education services including adult basic education, English as a second language, and compensatory education.
 - E. **Customized Training Programs.** Customized training programs address company-specific training customized for job growth, technology investment or productivity enhancement.



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- F. **Human Resources Development Programs.** Human resources development programs provide skill assessment services, employability skills training and career counseling to unemployed and underemployed adults.
- G. **Learning Laboratory Programs.** Learning laboratory programs consist of self-instruction using programmed texts, audio visual equipment and other self-instructional materials.

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision