

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR 3.1**

TITLE: BROKERED CREDIT COURSE SELECTION AND APPROVAL PROCESS

DEFINITION: The Brokered Course Selection and Approval Regulation defines the process for determining equivalency of courses provided by brokering institutions. Approved courses are listed on the Brokered Course Equivalency Table. Only pre-approved courses listed on the Brokered Course Equivalency Table can be considered as course section offerings for publication on the schedule

EFFECTIVE DATE: April 27, 2004; August 2019

The following outlines the process for the review and approval of brokered credit courses.


1. Identify prospective course(s) from brokering institution. (All provider institutions must hold regional accreditation).
2. Obtain all available course evaluation materials including course description, course outcomes/objectives, course syllabus, prerequisite information, etc.
3. Evaluate course information in accordance with *Brokered Course Recommendation Form* (Attachment A).
 - a. Equivalency evaluations are to be conducted by content experts in the discipline.
 - b. Courses listed at the 300 and 400 level will not be considered for inclusion on the equivalency table.
 - c. Credit hour discrepancies: In the event there is a discrepancy in credit hours, Eastern's course catalog information will prevail.
 - i. Extra credit hours will be listed on the schedule and student's registration and transcript as Special Topic credit identifying the discipline being studied (Example: PHS 275: Special Topics, Applied Physics, 1 credit). This assures the student receives all appropriate credit for course work attempted, accurate registration records, correct billing and financial aid awards.
 - ii. If the brokered course requires fewer credit hours than listed in Eastern's course catalog, the course will not be included on the *Brokered Course Equivalency Table* (Attachment B).
 - d. Prerequisite Discrepancies: In the event there is a discrepancy in prerequisites, Eastern's course catalog information will prevail.
 - i. If the brokering institution requires a course prerequisite that varies from that listed in Eastern's College Catalog, the impact on learner outcomes must be evaluated by faculty in the discipline.
 1. If it is determined that the variation in prerequisite(s) negatively impacts the attainment of learner outcomes, the course will not be included on the Brokered Course Equivalency Table.
 2. If it is determined that the variation in prerequisite(s) does not adversely impact attainment of learner outcomes, the course may be recommended for inclusion on the Brokered Course Equivalency Table.

3. Proposed courses meeting evaluation and equivalency standards are recommended for inclusion on the *Brokered Course Equivalency Table* (Attachment B). Recommendation is made to the Dean of Teaching and Learning by the Division Chairs.
4. Upon approval by the Dean of Teaching & Learning, the recommendation is forwarded to the Learner Outcomes Team (LOT) for final review and approval for listing on the Brokered Course Equivalency Table.
 - a. Brokered Course Equivalency Table Format
 - i. Eastern Course Number, Course Title and Credit Hours
 - ii. Brokering Institution Course Number, Course Title, Credit Hours, Delivery modality and review date
5. All courses will be reviewed on a cyclical basis not to exceed 3 years.
6. Brokered courses will be listed on Eastern's schedule with Eastern's course number, title and credit hours.

The Dean of Teaching & Learning or designee is responsible for implementation.



DR. CHARLES TERRELL, PRESIDENT



DATE