

**TITLE: COMMUNITY COLLEGE WORKFORCE ALLIANCE  
NON-CREDIT COURSE OFFERINGS  
PROFESSIONAL DEVELOPMENT POLICY**

**EFFECTIVE DATE: January 1, 2008**

**POLICY NO.: 00- 01**

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**Non-Credit Offerings:**

**Eligibility:** Full and part-time college employees at J. Sargeant Reynolds Community College (JSRCC) and John Tyler Community College (JTCC) may participate in non-credit classes offered by the Community College Workforce Alliance (CCWA).

**Procedure:** Employees interested in taking classes must first complete a Community College Workforce Alliance Non-Credit Application for Admission and obtain written approval from their supervisor. Registration forms may be submitted in person at one of CCWA's three locations, or via phone, mail or fax. Although we encourage early registration for courses, registrations will be accepted up to the day of the class.

The Community College Workforce Alliance will reserve two (2) slots in each class for non-paying JSRCC/JTCC employees. Once those slots have been filled, employees signing up for classes will be notified and moved to the next available class. Slots will be allocated on a first-come first-served basis.

**Tuition:** Full and part-time employees of JSRCC/JTCC are not required to pay tuition for non-credit classroom classes. Online courses offered through CCWA are available to JSRCC/JTCC employees at a discounted tuition rate. Discounts do not apply to the cost of books or materials associated with online classes. There are no provisions for the reimbursement of travel or other expenses for any classes offered through CCWA. (Note: Depending on the agreement CCWA establishes with its training vendors, there may be instances when tuition waivers/discounts will not be allowed).

**Textbooks/Materials:** The costs of books are the sole responsibility of the employee. However, the college may chose to purchase the books if they will become college property and used as reference material for the department.

**Class Cancellation:** CCWA does not place a limit on the number of classes JSRCC/JTCC employees may take. However, if an employee registers for a class and does not call and does not show up more than twice, they will be required to refrain from taking classes from CCWA for one term. (Note: This provision only applies to CCWA courses offered through the non-credit course

schedule or website. It does not include JSRCC/JTCC classes not included in the CCWA Class schedule.

JSRCC/JTCC staff may cancel classes within 5 working days prior to the start of the class. Employees needing to cancel a class should submit their written request to CCWA via fax or email.

Employees are generally notified 5 working days prior to the start of the class when CCWA cancels a class. Should this occur, the employee is given the option of attending the next available class.

**Course Information:** Courses offered through CCWA normally occur between 9:00 a.m. – 4:00 p.m. Monday – Friday. On occasion, classes may be offered outside of normal business hours including evenings and weekends. It is the employee's responsibility to obtain the necessary approval to take classes offered through CCWA and to adhere to the guidelines outlined in the professional development policy at their respective college.

Additional information on CCWA courses is available at [www.ccwa.vccs.edu](http://www.ccwa.vccs.edu).