**Departmental Process Plan for Linked Courses**

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| Program Name: |  |
| Campus: |  |
| Associate Dean/Director/Dean: |  |
| Courses From Program: |  |
| Courses From Other Programs: |  |

**Record Keeping & Departmental Processes:**

1. Provide an overview of how Continuing Education (CE) student records and course grades will be recorded and saved for linked courses to ensure equal assessment for both CE and credit students. (Records must be kept for at least 5 years).

**Catalog Compliance:**

1. How will you notify students of the following?
   * For the college to be eligible to grant the student their award, the student must complete at least 25% of that award via credit-bearing courses at Collin College. (Credit earned via PLA and transfer coursework – including linked courses – must not exceed 75% of the coursework applied toward their award).
   * Students must earn at least one technical course at Collin College that is required to complete their award. (Linked courses cannot be used toward this requirement).
   * Students can request that a PLA-eligible linked course be changed to credit within five years of taking the course.

**Assessment:**

1. Submit syllabi for each linked course (both CE and credit) to [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu) **at the beginning of every semester they are offered.** These syllabi should show how equal assessment for both CE and credit students will be ensured. (CE and credit syllabi can be combined to include information for both courses on one syllabus).
   * Additionally, the linked course syllabus/syllabi must include at least the following:
     + the course information (course rubric, number, section, etc.)
     + the statement below, which can be added in the NOTES section of the syllabi in Concourse or any other instructor-managed section

**A minimum of 25% of the semester credit hours required for an award must be earned through the credit program at Collin College. Students should consult with the credit department over the linked courses for specific information regarding their program.**