**Linked Course Departmental Process Plan for Implementation, Assessment, and Record Keeping**

Department Name and Campus:

Associate Dean/Director/Dean:

List all disciplines in the department that offer Linked Courses along with their implementation date:

* Discipline, Semester, Year
* Discipline, Semester, Year

**Record Keeping & Departmental Process:**

1. Provide an overview of how CE student records and course gradebook will be recorded and saved for linked courses to ensure equal assessment among both CE and credit students (records must be kept at least 5 years):
2. List the minimum passing score for each linked course for CE students to be eligible for credit (if score is the same for all courses, can be combined into one-line item):
* Course Rubric & Number, Course Title, Minimum Passing Score
* Course Rubric & Number, Course Title, Minimum Passing Score
* Course Rubric & Number, Course Title, Minimum Passing Score

Or

* All courses in the (subject) discipline require a (minimum passing score) to be considered passing and be eligible for credit

**Catalog Compliance:**

1. What percent of the academic program do you intend to be eligible for Linked Courses? If 40% or over, provide a detailed plan for the following:
	1. List the courses that make up 25% of **each** award that will be required to be earned through credit (not the CE linked course or any PLA opportunity).
	2. If not already included in the first prompt, provide at least one technical course (not a core course) that will be required to be earned through credit (not the CE linked course or any PLA opportunity).
	3. Include how you will notify students of these requirements.

**Assessment:**

* Submit syllabi for each linked course (both the CE and Credit courses) to show how equal assessment among CE and credit students in linked courses will be ensured. Syllabi can be combined into one syllabus per course to include both the CE and Credit information in one syllabus. Send syllabi with this document to curriculumoffice@collin.edu.
	+ **Note: Include in all linked course syllabi the following statement:**

A minimum of 25% of the semester credit hours required for a degree or certificate 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.