

*Shippensburg University*

# **Noncredit Manual**

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*For Students*



**From the Office of Workforce Development**



**SHIPPENSBURG  
UNIVERSITY**  
Office of Workforce Development

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## Noncredit Guide for Students

*This guide was prepared to introduce current and prospective students to Shippensburg University's noncredit philosophy and procedures for quality assurance. Noncredit programs are run through the Office of Workforce Development.*

### Mission and Vision Statements

Given that all Shippensburg curricula are undergirded by the mission and vision of the University, it is important to begin this guide by reiterating the objectives and aspirations of the University.

Shippensburg's mission is:

Student learning and personal development through highly effective and innovative teaching, complemented by a wide variety of out-of-class experiences, continue to serve as the hallmarks of a Shippensburg University education.

The university provides the below as context for its mission statement:

The ultimate goal is to have students develop to their utmost the intellectual, personal, and social capabilities they need to perform as competent citizens prepared to embark on a career immediately upon graduation or after advanced study.

Committed to public service and community-centered in its relationships with the region, the university works closely and collaboratively with other organizations at institutional, programmatic, and individual levels to develop common goals, share resources, and invest cooperatively in the future of the region.

Shippensburg's vision is:

To be recognized as the premier public university in providing high-quality education for students and a wide array of programs and services to meet the needs of South-Central Pennsylvania and beyond.

Overall, our purpose is to help build a better, stronger South-Central Pennsylvania and beyond, economically and culturally, through recruiting, retaining, and developing students, faculty, and staff who have the abilities, skills, and values to compete and contribute to their community in an evolving world.

The mission of the Office of Workforce Development is:

To provide inclusive and accessible programs to individuals, community organizations, and employers. Through customized training programs and professional development courses, we will assist in the growth of a career-ready, diverse, competent, and resilient workforce while strengthening the regional economy.

## Office of Workforce Development

Shippensburg University's Office of Workforce Development (OWD) offers customized workforce training, professional development courses, and certificate and degree programs.

For companies and organizations, OWD offers customized, professional workforce development programs tailored to meet the specific needs of the entity and its employees. Additionally, OWD works with the Workforce and Economic Development Network of Pennsylvania (WEDnetPA), which brings training funds to qualified companies across the Commonwealth to help improve the skills and productivity of their workers. Individuals in the community may also sign up for individually offered noncredit courses.

Shippensburg seeks to be a leader, locally and nationally, in developing and hosting effective noncredit offerings. The university has participated in the [#Prepared4PA](#) program, led by the Pennsylvania State System for Higher Education (PASSHE) Foundation. PASSHE is transforming its role in Pennsylvania's workforce ecosystem. Shippensburg's Frontline Leadership Professional Development was the first #Prepared4PA pilot program to get off the ground and received high praise and an award for developing creative, collaborative, employer-validated solutions to enrich competencies and skills in the workplace.

Current offerings can be found at [workforce.ship.edu](http://workforce.ship.edu). OWD is working continually to create new and relevant programs.

## Noncredit Background and Philosophy

Today's noncredit programming has evolved from what was once known as "Night School" - an adult learning school holding classes in the evening or at night to accommodate people who work during the day. Noncredit today is broader than in the past and recognizes the need to not only provide GED exam support but also to support career advancement opportunities and life-long learning.

Noncredit courses serve a wide range of students. They can be developed for first-generation and second-language learners without a high school degree and those with a doctorate who are interested in gaining expertise in a new area. As a public institution, Shippensburg has a strong commitment to providing services for those most in need of career development to earn a living wage. The primary focus of noncredit offerings is to provide education in skills needed to participate successfully in the workforce and society.

Short-term vocational programs with high employment potential are of particular interest in the noncredit space. OWD is dedicated to providing certificates and [stackable credentials](#) that are relevant and compelling to employers. Additionally, noncredit instruction can serve as an introduction to college education and a bridge or a "first step" to other educational and career pathways. Diversity, equity, and inclusion considerations are paramount. ***As noncredit programming is developed, availability, affordability, and flexibility*** are critical considerations.

OWD staff is excited about the growth of noncredit offerings at Shippensburg as we contribute to the continuous improvement of the labor pool and help advance Pennsylvania's economic growth and competitiveness.

## Diversity, Equity, & Inclusion Statement

The Board of Governors of Pennsylvania's State System of Higher Education affirms its steadfast commitment to ensuring the entire State System operates from a foundation of values that:

- Fosters the success of all students, faculty, and staff.
- Expects that our universities be places where human dignity is never compromised and every student that enrolls and employee or contractor we engage is welcomed and has access to the support they need to succeed; and
- Affirms the transformative power of higher education including its ability to expand knowledge, challenge assumptions, improve lives, strengthen communities, and disrupt generational poverty.

In acting upon these values, and creating and maintaining a strong State System that meets the multi-cultural needs of students, faculty, staff, and the Commonwealth, now and into the future the Board specifically affirms its commitment to:

- Ensuring the race and ethnicity of students, employees, and appointed trustees and Board members reflect the diverse composition of this Commonwealth.
- Eliminating gaps between various groups of students as measured in terms of their enrollment, affordability, and educational progress.
- Advocating for student experiences - curricular and co-curricular activities - designed in part to support the university community's ability to engage with, learn about, develop appreciation, acceptance, and compassion for the wide range of perspectives that appropriately exist in a multi-cultural and diverse society.
- Fostering environments where all members of the community treat one another with the respect and dignity they deserve as fellow human beings, even as they explore, debate, discuss their different perspectives and world views.
- Ensuring our policies and practices are informed by evidence testifying to their potential in enabling all members of our community are able to thrive.

As Pennsylvania's public system of higher education, we have the responsibility to be the beacon of opportunity and hope for the countless students from all corners of the state and all walks of life who turn to us to find a pathway to their brighter tomorrow. This is a responsibility that we fully uphold with the highest levels of integrity and acute focus and pursue with solemn and singularly focused purpose.



# Policies

## Refund Policy

### For a Noncredit Program

- A full refund will be given if the student withdraws from the class prior to three business days prior to start of class.
- If the student withdraws within 3 days of the start of class, they will receive a 50% refund.
- If the student withdraws after first day of class, they will not receive a refund.

### For an Event (Conference)

Unless otherwise published, event participants who drop prior to the start of an event will receive a full refund of the event registration charge(s) paid, less the nonrefundable deposit (described below). All refunds are calculated on a per event basis.

**Nonrefundable Deposit:** The first \$50.00 of all event registration charges is a nonrefundable deposit. This fee is required to cover event registration processing and administrative fees. No other nonrefundable fees are required prior to the start of an event.

**Withdrawing After the Start of an Event:** If a participant withdraws after an event begins, no refunds will be issued.

## Technical Requirements for an Online Class:

### Software:

- Any modern Office suite: Microsoft Office, Apple iWork, OpenOffice, or LibreOffice
- The latest Adobe Reader/Acrobat Reader (free download available at <https://get.adobe.com/reader/> )

### Web Browser:

- One of the last three versions of the major modern browsers: Chrome, Edge, Firefox, Safari
- Other web browsers may work, but may not render all features of the courses
- Cookies **must** be enabled
- JavaScript **must** be enabled
- Reliable internet connection. Broadband cable or highspeed DSL is recommended for optimal experience.
- E-mail account (to be able to register and to receive e-mail from the course system regarding registration, course status, etc.)

## Extension Policy

Extensions for online courses may be purchased. The price will vary depending on the course, the training provider, and the length of the extension. Extensions can be found on the home page of the course. If you have any questions about purchasing an extension for a course, please contact our office at [owd@ship.edu](mailto:owd@ship.edu)

## Requesting a Certificate:

Certificates will be available for every training completed through Shippensburg University.

- For online classes through one of our third-party partners, your certificate will be available online at the login page for the course. If you are unable to access this, please contact our office.
- For in-person and virtual (ie. Zoom) trainings with our University, a certificate will be emailed or mailed to you, based on individual request.
- If your certificate was lost or damaged and you'd like to request a new one, please contact our office at [owd@ship.edu](mailto:owd@ship.edu). The processing fee for requesting a replacement certificate is \$5.00 for a digital certificate and \$15.00 for a physical certificate.

## Accessibility

Shippensburg University is committed to achieving equal educational opportunity and participation for persons with disabilities. This commitment extends itself to providing equal access to information technology. It is the intent of this plan to promote equal access to university electronic information resources, technologies and services for students, employees, guests and visitors—including those with disabilities. The aim is to provide this opportunity in a setting that fosters independence and meets the guidelines of the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, as amended.

The Shippensburg University Information Technology Accessibility Plan encompasses the following areas:

- Web-based resources and services – including those associated with courses of instruction, departmental programs, other university-sponsored activities and administrative services, online databases and services, and employment.
- Hardware and software to be developed, purchased, or acquired by Shippensburg University.
- Environments specific to technology – including classroom and general use computer facilities, online instruction, distance learning, places of employment, and resource centers.

With regard to the above areas, Shippensburg University will strive to:

- Use web site design standards [Section 508 technical standards in section 1194.22] that improve accessibility for all, including those with disabilities.
- Use hardware and software products that promote disability access. To this end, vendors will be required through the procurement process to document that they meet minimum accessibility standards by completing a Voluntary Product Accessibility Template. Emphasis will be on acquisitions occurring after the effective date of the adoption of this plan.
- Design and implement work environments that accommodate all users.

For the purpose of monitoring and assessment, a yearly review will be conducted within each area in order to ensure compliance with these standards and/or coordinate any necessary remediation to achieve compliance.

If you would like to request any accommodations, please contact our office at [OWD@Ship.edu](mailto:OWD@Ship.edu) or call us at 717-477-1502

## Shippensburg University Policies

Students are responsible for observing general University policies and regulations concerning student conduct found on the [University Student Conduct page](#).

### Policy on Academic Dishonesty

Academic dishonesty means deceit or misrepresentation in attempting (successfully or unsuccessfully) to influence the grading process or to obtain academic credit by a means not authorized by the course instructor or university policy. A breach of academic honesty is committed by students who give, as well as receive, unauthorized assistance in their academic work and/or who purposefully evade, or assist other students in evading, the university's policy against dishonesty.

Plagiarism is a form of academic dishonesty. It is your unacknowledged use of another writer's own words or specific facts or propositions or materials in your own writing. When other writers' words or materials (even short phrases or specific terminology) are used, you must cite these words, phrases, or sentences according to university standards. Failure to do so will be considered a violation of academic dishonesty. The Student Code of Conduct contains a list of sanctions which may be imposed for violations. In addition to those in the Code of Conduct, the following two sanctions may be imposed against students found to have committed acts of academic dishonesty: The grade for a particular unit of work or for the entire course may be reduced, or the student may receive an "F" grade for the course.

### Title IX Statement

Shippensburg University and the Office of Workforce Development are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Otherwise, faculty members are obligated to report allegations of sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred.

Such reporting must be made to the Shippensburg University Police (717-477-1444), the Department of Human Services (DHS) at 800-932-0313, and the University's Office of the Vice President of Student Affairs (717-477-1308). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence are set forth at the [University Title IX Page](#).

### Who to Contact to Get More Information

For any questions or concerns, please email [OWD@Ship.edu](mailto:OWD@Ship.edu) or call us at 717-477-1502. Additional information about the OWD and current projects can be found at [workforce.ship.edu](http://workforce.ship.edu).