COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
December 11, 2003

SUBJECT: Private Licensed Schools Memorandum #60

TO: Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM: Patricia Landis, Chief,
Division of Private Licensed Schools

ENROLLMENT IN SINGLE COURSES

Questions have arisen from school personnel with regard to the offering of a "class" at their school for the purpose of professional growth, personal enrichment, or continuing education and not for the purpose of completing a degree or diploma program of study.

The State Board of Private Licensed Schools permits schools to enroll students in individual courses as long as those courses have been approved as a component of a Board approved program. Schools may develop separate admission standards for students seeking to enroll in individual courses.

All statutory and regulatory requirements apply whether the student enrolls in a full program of study or an individual course.

Schools will be required to report the extent of individual courses offered during the reporting period and the student enrollment in these programs in the annual statistical survey.

Tuition revenue from individual courses must be reported and calculated in renewal fees.

Schools are free to design their own award structure for successful students. If the school awards credits, a transcript or other appropriate document must be given to the student as a record of completion.

Academic credentials and other preparations for persons selected to teach these single courses should, at a minimum, equal those of the persons who teach the same course in the regular school program.