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# POLICIES

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## CREDIT-FREE AND WORKFORCE DEVELOPMENT PROGRAMS

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DCC is proud to offer a variety of credit-free courses designed to meet the needs of business and professional groups and the community at large. For the adult student interested in exploring new technical areas, credit-free courses offer an attractive alternative. The credit-free environment makes it possible for people to continue to learn throughout their careers. Tuition for credit-free courses varies by course type.

Many of our credit-free courses are vocational in nature, offering the opportunity for professionals in a variety of fields to obtain the continuing education necessary to enter new fields, maintain needed skills, develop new skills, or qualify for recertification of professional licenses.

Additionally, a variety of contract training programs is offered for business and industry, government and nonprofit organizations. These programs are customized to meet the needs of the business community, to upgrade the workforce, and to prepare for new business opportunities in a changing economy. Details can be obtained from the Office of Workforce Development & Continuing Education at (845) 431-8900.

Finally, DCC offers a series of credit-free courses (both on and off campus) to prepare students for the GED exam, and to improve English language skills for English as a Second Language (ESL) learners. Basic skills and college preparatory classes also are available. Students interested in High School Equivalency or ESL courses should contact (845) 790-3590.

### Credit-free Tuition Refund Policy

In most instances, a student may withdraw from a course with a full refund up until 3:30 p.m. on the last business day before the course begins. Full refunds or complimentary transfer are given for all courses and programs that are canceled by the College. For a full overview of the Credit-free refund policy, please visit <https://www.sunydutchess.edu/academics/continuing-education/>.

### DCC Academy of Music

The Dutchess Community College Academy of Music is a partnership between credit-free music offerings and the college's Performing Arts: Music Track associate degree and Music Performance Certificate program. The DCC Academy of Music is committed to providing individual lessons, ensembles and group classes for the musical enrichment of students with both avocational and professional ambitions, as well as the needs and interests of the diverse populations from across the region, including children and life-long learners. The DCC Academy of Music also serves as a teaching institute, permitting students interested in pursuing employment in music education key opportunities to receive training and mentorship while serving the broader community.

Get more details from the Academy of Music at (845) 431-8916.

