POLICY: 3.18

Policy Owner: Chief Academic Officer

Non-Credit Courses

POLICY STATEMENT

Non-credit courses shall not duplicate a credit course by title, course description, content or teaching materials. Non-credit courses must be approved by the appropriate instructional administrator. Course fees must be charged in accordance with instructional costs.

PROCEDURE

Non-credit courses are approved by the Chief Academic Officer or designee.

A course bank of approved non-credit courses must be maintained.

Instructor pay and course fees are established to cover instructional and administrative costs incurred by the institution.

POLICY HISTORY

Adopted 4/8/2003