

PROCEDURES FOR DEVELOPMENT AND APPROVAL OF  
NON-CREDIT COURSES OR CONTINUING EDUCATION UNITS

I. Submission of Request

Any member of the staff or community may initiate a request for courses. These requests shall be submitted to the appropriate administrator in the Corporate and Community Services Division.

II. Review by Appropriate Administrator

The request will be evaluated by the administrator who has jurisdiction of the area.

1. Director of Lifelong Learning
2. Director of Whitman Center
3. Director of Workforce Development

A determination will be made as to whether:

1. It is feasible to offer the course.
2. Staff is available.
3. It is financially possible.

The administrator responsible for implementing the course will submit the proposal to the Dean of Corporate and Community Services with a recommendation for approval.

III. Dean of Corporate and Community Services

The Dean will evaluate the proposal and, if approved, will submit a recommendation to the Vice President of Instruction.

IV. Vice President of Instruction

The Vice President shall either concur with the Dean of Corporate and Community Services, disapprove the recommendation, or refer it back for further study or clarification.

Credit courses may be marketed through Corporate and Community Services but are the responsibility of the respective divisions. They must have followed the procedures outlined for approval of credit courses or programs.

1/24/85; 10/94; 11-22-99; 1-24-05