

## **NONCREDIT COURSES**

**AR 3060**

Noncredit courses are initiated by faculty. Following is a description of the sequence of activities.

1. A noncredit course proposal form is completed by the prospective instructor or another member of the sponsoring division or department.
2. The proposal is reviewed and approved by the division chair, the Curriculum Committee, and the Vice-President/Assistant Superintendent, Instruction.
3. The approved proposal is forwarded to the Chancellor's Office for authorization to offer the course.
4. When authorization is gained, the course is included in an official file maintained in the Instruction Office.
5. Once a course is approved and filed in the Instruction Office, it can be repeated without further Curriculum Committee review.
6. Allocation of teaching units per semester for noncredit courses is made to each division.
7. Scheduling of all noncredit courses is done by division chairs during the semester prior to that in which the courses are offered.
8. Noncredit courses are listed in the regular Schedule of Classes.
9. In addition, instructors and division chairs may suggest supplementary methods of promoting individual courses.
10. Instructors of noncredit courses are evaluated according to the same policy that defines evaluation of other credentialed instructors.
11. A report of noncredit course activity is given to the Governing Board on an annual basis, and reports are filed with the Chancellor's Office as required.

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