NON CREDIT PROGRAMMING/COURSES/CLASSES
Approved by Executive Council April 12, 2005

All non-credit programming, including courses and classes, is defined as all activities organized for the purpose of providing learning opportunities without awarding academic credit for such program/s. Such activities may be one session or multiple sessions and vary in length from one hour to all day (8 hours) or several days. The program/s or course/s are generally limited in size. This policy includes programs for all audiences.

Any and all faculty and/or staff desiring to develop and offer non-credit programs, including courses and classes will follow these procedures:

1. Contact the Coordinator for Non-credit Programming at College Auxiliary Services and request and complete the Non-credit Course Scheduling and Information Form.
2. Submit the draft form to department/unit chair supervisor for review and signature and transmittal to College Auxiliary Services (with copy to Dean or VP for those areas without a dean).
3. Work with the designated CAS Coordinator on all logistical/organizational arrangements necessary to conduct the courses/classes.
4. Review all costs and projected revenue and disbursements.
5. Submit the final form with all scheduling, financial and programming details completed to department/unit chair supervisor for approval and transmittal to the Dean/VP for approval.

All non-credit programming activities must be in accord with SUNY Plattsburgh’s mission and be approved and administered through CAS.