

# **POLICY: 5.2.1. (IV.N.)**

## **Non-Credit Instruction**

**Revised:** July 10, 2001; May 1992  
**Last Reviewed:** October 26, 2020; January 26, 2016  
**Adopted:** June 5, 1986



### **POLICY:**

Non-credit instructional activities may include courses, seminars and workshops provided to business and industry, organizations, governmental agencies and the general public. Adult Literacy, developmental studies, and Quick Start programs are not covered by this policy. Each technical college shall maintain an active non-credit instructional program throughout its respective service area.

The pricing structure for the charge to the participant should be calculated on the basis of "cost recovery plus". Each technical college shall develop a consistent basis for establishing its fee structure.

Each technical college shall report enrollment or participation in non-credit instructional activities and community service activities in accordance with guidelines promulgated by the System. Technical colleges shall issue a formal agreement for each instructor hired for non-credit instructional activities. The formal agreement shall stipulate requirements of the instructor and other relevant factors. Full-time instructors may be used for non-credit instruction, and an addendum made to their contracts in accordance with guidelines established by the System. Each technical college shall develop an instructor compensation plan to ensure consistency in employment practices. The plan should be flexible enough to provide for conditions for compensation differentiation such as expertise in the field.

A formal curriculum development process for non-credit instruction shall be utilized at each technical college.

Each technical college shall develop an evaluation process for non-credit instructional programs.

Technical colleges may award appropriate credentials to participants of non-credit instructional activities. Continuing Education Units (CEUs) may be awarded in accordance with guidelines established by the International Association for Continuing Education and Training or other appropriately recognized entities.

The System Office shall issue guidelines concerning the following:

- 1) Non-credit instructional activities
- 2) Enrollment reporting
- 3) Addendum to full-time instructors' contracts

The technical colleges shall develop the following:

- 1) Consistent fee structure
- 2) Instructor compensation plan
- 3) Curriculum development process
- 4) Evaluation plan

**RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

Guidelines established by the International Association for Continuing Education and Training