

**BROOKDALE COMMUNITY COLLEGE  
COLLEGE REGULATION**

**7.0006R****I. Title of Regulation**

Non-credit Short Courses and Programs

**II. Objective of Regulation**

As a part of the College program of Community Services, non-credit short courses and programs, designed to meet the needs of the Monmouth County community will be provided. The non-credit short courses will be offered in the form of seminars, symposiums, discussion groups, workshops, institutes and conferences.

**III. Authority**

Bylaws of the Board of Trustees, Section 1.3034(h)

**IV. Regulation Statement**

The following will be adhered to in the implementation of non-credit courses and programs:

- A. The Office of Community Services will select personnel and administer all non-credit courses and programs;
- B. Non-credit courses and programs will be developed utilizing Community Services Planning forms;
- C. Non-credit courses and programs will be tailored to meet specific needs and interests of individuals and groups in the Monmouth County community;
- D. Non-credit courses and programs will be coordinated with regular offerings of the College and High School Adult Education Programs in the community in such a manner as to avoid the duplication of services or competitive use of facilities, or will in no way duplicate the College Credit course listed in the College catalog;
- E. Faculty participants will be paid at the same rate as other comparably qualified persons;
- F. Registration will be handled through the Office of Community Services;
- G. A registration fee adequate to cover the cost of facilities, materials, and instruction and administrative overhead will be charged;
- H. Receipts and disbursements will be handled through the College Business Office as part of the Community Services annual budget;

- I. Brookdale Community College faculty members who are qualified will always be given the first opportunity to participate in the presentation of non-credit courses and programs;
- J. When Brookdale Community College faculty members are utilized as course coordinators or instructors in presentation of non-credit courses and programs, the Office of Community Services will coordinate their selection through the Office of the Institute Deans; and
- K. A Community Services Certificate will be presented to all those satisfactorily completing non-credit courses and programs.

V. **Responsibility for Implementation**

Vice President for Educational Services

Approved: President  
1/1/7/70  
Effective: 1/17/70  
Revised: 9/1/75