



*Dr. Rowland*

OCT 20 1989

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## Memorandum to Presidents

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Date: October 19, 1989 Vol. 89 No. 19

From: Office of Community Colleges

Subject: Procedure for Approval of Non-Credit Courses for State Support

To: Presidents, Community Colleges

Following are procedures for submitting non-credit courses for review for State aid purposes. These procedures have been revised from those issued on January 19, 1977. They are in accordance with Section 602.5 of the Code of Standards and Procedures as it was amended by action of the State University Board of Trustees last month. A copy of the Board resolution is attached.

Included in the regulations are definitions for the three categories of courses which are eligible; namely, remedial, vocational preparation, and community service. In addition, these guidelines make clear that avocational, recreational, and social group courses are not eligible for State aid.

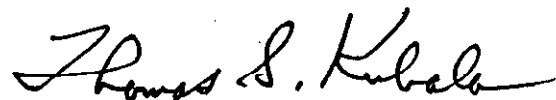
The approval process is as follows:

- 1) Each campus must conduct a review of non-credit courses to be offered and determine those that appear to be eligible for State aid according to the definitions in Section 602.5 as amended.
- 2) Courses are to be submitted to the Office of Community Colleges on a form provided by the Office. A copy of the form is attached. Forms should be submitted prior to the registration, if possible. The description for each course offered after January 1, 1990 must be submitted for State aid determination even if the course was previously approved and the description has not changed. This is a one-time procedure. Following this initial determination, colleges will inform the Office of Community Colleges as to those previously approved courses being offered again. If there are no changes in the course descriptions, only the titles of previously approved courses need be submitted.
- 3) The Office of Community Colleges will review the descriptions and certify whether or not courses are eligible for State aid. A copy of the approval form will be returned to the campus within thirty days.

- 4) Fees for non-credit offerings shall not exceed the tuition for credit-bearing courses having an equivalent number of credit hours. (See Official Glossary of Terms and Supporting Documents for Uniform Enrollment Reporting, prepared and distributed by the Central Office of Institutional Research if you need assistance in equating credit and non-credit courses.)
- 5) Special considerations in the community service category.
  - a) Each request for funding in the community service category shall include documentation as to the need for the course, including, specifically, how the course assists in the solution of a community problem and aids in the development and maintenance of a desirable social condition in a locality.
  - b) Courses designed primarily for the personal enhancement of citizens and not having clear benefits in such areas as health, safety and other necessary broader societal benefits will not be approved.

All courses that are not supported under Section 602.5 must, in the aggregate, be self-supporting. All offerings shall be considered self-supporting when the revenues collectively received are adequate to cover the direct costs of all the courses and programs, including faculty salaries and fringe benefits, the costs of supplies and materials consumed in the courses and programs, the costs of equipment used only for the programs, and other expenses directly incurred by the courses and programs. It is not necessary for each individual course to be operated on a self-sustaining basis.

I hope that you find these procedures acceptable and helpful, and that they allow for a continuation of the courses which have served the citizens of your sponsorship area so well.



Thomas S. Kubala, D.Ed.

Attachment

cc: Continuing Education Directors  
Non-Credit Contacts

Copies for information sent to:

Presidents, State-operated Campuses  
Deans, Statutory Colleges  
President Coll  
Provost Nesheim

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D. BRUCE JOHNSTONE, Chancellor

## M E M O R A N D U M

September 28, 1989

To: The Board of Trustees

From: D. Bruce Johnstone

Subject: Amendment to the Code of Standards and Procedures for the Administration and Operation of Community Colleges (Limitations on Operating Costs for Purposes of State Financial Assistance, Community College Tuition Limitation)

I recommend that the Board of Trustees adopt the following resolution:

Resolved that Subchapter D of Chapter V of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, said Subchapter D constituting the Code of Standards and Procedures for the Administration and Operation of Community Colleges, as last amended on March 22, 1989, by Resolution 89-62, be, and hereby is, further amended as set forth below; and, be it further

Resolved that section 602.5 of said Title, be, and hereby is, amended as follows:

602.5 State aid for non-credit remedial, vocational preparation, community service and continuing education programs.

(a) Non-credit, remedial, vocational preparation, community service and continuing education programs operated by community colleges can be included for State aid if the [sponsoring community] sponsor contributes its share of operating costs and each program meets at least one of the following criteria:

(1) Remedial instruction. Instruction concerned with diagnosing, correcting or improving such basic skills as oral and written communications, reading, analytical concepts

and general study habits and patterns, to overcome in part or in whole any particular marked deficiency which interferes with a student's ability to pursue an educational objective effectively.

- (2) Vocational preparation. Courses designed to provide education, training or retraining in one or more semi-skilled, skilled, technical or other occupational categories, to prepare the student for entrance into a particular chosen vocation, upgrading of present employment opportunity or achievement of other career goals.
  - (3) Community service. An educational program activity or service designed to assist in the solution of community problems, or aid in the development and maintenance of desirable social conditions in a locality.
- (b) Fees for non-credit courses shall not exceed the tuition for credit-bearing courses having an equivalent number of credit hours. [When a community college offers non-credit programs that have been determined to be eligible for State financial assistance, it shall include the student credit hour equivalents and faculty class hours therein produced for purposes of determining the college student/faculty ratio and State financial assistance.]
  - (c) The following courses are specifically not eligible for State aid: avocational, [and] recreational, and social group [and contract] courses. [Contract courses and programs are those offerings provided at the request of and for the benefit of local business or nonprofit organizations, and enrollment therein is not open to the general public.]
  - (d) The local operating budget shall indicate whether such non-credit courses are offered. Additional procedures for annual review of all non-credit courses to determine eligibility for State aid shall be in accord with guidelines developed and issued by the chancellor or [his] designee.
  - (e) All courses and programs not eligible for State aid shall be in the aggregate self-sustaining. The revenues collectively received for [the self-sustaining] such courses and programs must be adequate to cover the direct costs of all the courses and programs [to include] including faculty salaries and fringe benefits, the costs of supplies and materials consumed in the courses and programs, the costs of equipment used only for the programs and other expenses directly incurred by the courses and programs. Each individual course [and] or program need not be operated on a self-sustaining basis.

- (f) Fees for non-credit courses which are not eligible for State aid and which have no practical credit equivalency shall be determined by policy of the local trustees or their designee.
- (g) Each request in the community service category for funding shall include documentation as to the need for the course, including how specifically the course meets one or more of the requirements of the category, which requirements shall be specified in guidelines issued by the chancellor, or designee.
- (h) In order to receive State financial assistance for non-credit courses, each community college must submit to the chancellor, or designee, a request for funding which, at a minimum, shall contain the name of any co-sponsoring institutional group or agency, a description of the college's control of operation of the course in the areas of fiscal administration, selection of faculty and course development, a description of the course or program to be offered, the major purpose of the course or program as it relates to the mission of the college, the projected full-time equivalent student or headcount enrollment of the proposed course or program, and such other data as required by the chancellor, or designee, on forms designated for this purpose.
- (i) Each community college shall maintain a record of costs and revenues, and other descriptive data in accordance with guidelines issued by the chancellor, or designee, for its total non-credit program in order to be eligible for State financial assistance for such courses. Each community college shall submit such records to the chancellor, or designee, at the time and in the manner established by the chancellor, or designee.
- (j) State financial assistance shall be allowed for all non-credit, remedial, community service, continuing education, and vocational preparation programs, which programs may, as a prerequisite to enrollment, require specific educational or occupational training requirements, heretofore or presently undertaken by community colleges including, but not limited to, courses providing training to municipal police, fire and emergency medical personnel, welfare clients and dislocated workers.

and, be it further

Resolved that subdivisions (c) and (d) of section 602.8 of said Title 8, be, and hereby are, amended as follows, which shall

**Request for State Aid Approval of  
a Non-Credit Course**

1. College: \_\_\_\_\_
2. Title of Course: \_\_\_\_\_
3. Course Description: (Use reverse side if necessary)
  
4. Category: (R) Remedial \_\_\_\_\_ (V) Vocational \_\_\_\_\_  
(check one) (CS) Community Service \_\_\_\_\_
5. Projected Headcount: \_\_\_\_\_
6. Projected FTEs: \_\_\_\_\_
7. Cosponsor (if any): \_\_\_\_\_
8. Briefly describe the college's control of the operation of the course in the areas of fiscal administration, selection of faculty, and course development.
  
9. Funding sources (other than state aid, including in-kind contributions):
  
10. If previously approved, date of initial approval: \_\_\_\_\_

Determination

Category (if different from 4 above) \_\_\_\_\_

Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_