

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	8171	PAGE 1 of 2
PROCEDURE TITLE:	Approval of New Non-Credit Courses	
STATUTORY REFERENCE:	FLORIDA STATUTES 1001.03, 1004.02, 1008.30 AND 1009.28	
BASED ON POLICY:	VIII-60 Special Instructional Programs	
EFFECTIVE DATE:	February 2, 1977	
LAST REVISION DATE:	October 23, 2023, November 8, 2005	
LAST REVIEW DATE:	October 23, 2023, November 8, 2005; February 12, 2024	

I. PURPOSE

Approval of new non-credit courses (Adult Education Courses, Continuing Workforce Education, and Recreation & Leisure).


II. PROCEDURE

A. Miami Dade College Adult Education, Continuing Workforce Education (CWE), and Recreation and Leisure are based on the needs of the community.

To add new courses to the curriculum:

1. The Campus Director/Program Manager for Continuing Education and Professional Development (CEPD) submits the CWE, Recreation and Leisure, and/or Adult Education course to the CEPD Curriculum Development Group for review and then to the Dean of Continuing Education and Professional Development (CEPD) with the following information:
 - Course prefix/number
 - Title
 - Number of contact hours
 - Fee to be charged
 - Course information which includes course outline and statement of objectives (as applicable)
 - Course Attribute (as applicable)

2. Upon final approval, the course is processed in the curriculum management system.

	02/12/2024
PRESIDENT	DATE