I. PURPOSE

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

II. PROCEDURE

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

To add new courses to the curriculum:

1. The Department Director/Program Manager submits the CWE/Recreation and Leisure/Adult Education Course Approval Form 1 to the appropriate School Director with the following information:

   a. Course prefix/number (*may be obtained from the District Office of Academic Programs 305.237.7479*)
   b. Title
   c. Number of contact hours
   d. Fee to be charged
   e. Course information which includes course outline and statement of objectives (as applicable).
   f. Special Designators (as applicable).
2. Upon approval by the School Director of Community Education, the form is submitted to the Campus Academic Dean for approval, and then submitted to the District Office of Academic Programs for review and processing.

11/8/05
PRESIDENT    DATE