



## Manual of Policy and Procedures

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### PURPOSE

The purpose of this policy is to establish the conditions under which non-credit instruction may be offered by the Vermont State Colleges.

### STATEMENT OF POLICY

1. Non-credit instructional activities are designed to meet the specific needs of targeted audiences, in particular the needs of Vermont employers and employees.
2. The VSC college offering non-credit instruction is responsible for ensuring its quality, including establishing effective processes for the hiring and evaluation of instructors for non-credit instruction.
3. The VSC college offering non-credit instruction is responsible for managing the costs and revenues of such instruction.
4. The VSC college offering non-credit instruction is responsible for maintaining thorough documentation of all non-credit instructional activities, including instructor and participant records.

Signed by: Robert G. Clarke Chancellor
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