

Board of Trustees of the Nebraska State Colleges

Academics

POLICY NAME: Professional Development Courses

POLICY NUMBER: 4440

A. PURPOSE

To establish Professional Development Courses for the Nebraska State Colleges.

B. DEFINITIONS

1. **Professional Development Course:** Training, continuing education, and/or professional development activities offered by external organizations or entities that are approved by the College for academic credit and eligible for the Professional Development Course tuition rate.

C. POLICY

1. **Instructor Qualifications**

Professional Development course instructors offering employer-based training and professional development activities must be approved by a College academic Dean or other academic administrator. Professional Development course instructors must be formally appointed in a manner similar to that used for adjunct faculty members. Professional Development course instructors must meet the minimum criteria established in Policy 4600 Faculty Instructor Qualifications.

2. **Instructor Compensation**

Costs for instruction will not be directly incurred by the College. The partner employer will either compensate instructor or the instructor will agree to offer the course without compensation. NSCS full-time faculty may voluntarily teach professional development courses approved by the College but offered by a third party. Courses do not count toward load calculations. Faculty members are free to negotiate compensation with the appropriate third party or teach the course for no additional compensation. Teaching professional development courses may also count as part of community and/or professional services duties. VPAA approval is required.

3. **Curriculum**

Each Professional Development course will feature authentic product(s) and/or culminating experiences that substantially measure the extent to which the course's stated learning objectives are achieved. Professional Development course syllabi will include course outcomes, course assignments, and course grading system. Each College shall determine whether a Professional Development course is eligible to count toward degree completion prior to its offering and coded as such.

4. Instructional Context and Resources

All students enrolled in Professional Development courses shall be granted access to College library catalogs and holdings by remote means using computer connections. The College shall ensure that resources are available to the students taking the course.

5. Validation of Credits

Students must meet the learning outcomes designed for the Professional Development course. The credit is valid upon successful completion of the course requirements as determined by the course instructor and approved by the College. The responsibility for awarding the final grade earned by the students rests with the course instructor, utilizing the grading scale established by the College.

Students enrolled in Professional Development courses will abide by the College academic rules and regulations.

FORMS / APPENDICES:

None

SOURCE:

Policy Adopted: July 2021

Policy Revised: November 2021, June 2024, March 2025