



Procedures for Non-Credit Bearing Sections

Non-credit sections may be attached to credit-bearing lectures or labs when there is a clear demonstration that the non-credit sections will contribute to student academic success and increased performance on student learning outcomes. The following requirements apply to non-credit sections:

Course Inventory Addition Requirements

1. The non-credit section must be a course requirement.
2. Attendance is required in addition to completion of all assigned work in the non-credit section.
3. The addition of a non-credit section to a credit-bearing lecture or lab class must be approved by the Graduate Council and/or Academic Council by following University Course approval guidelines.
4. Fees associated with non-credit sections must comply with TTU OP 30.29, all other related OP's, and must be utilized to cover only the direct costs incurred through the offering of the non-credit section.

Section Build Requirements

1. Appropriate contact hours should be assigned to the non-credit sections in relationship to the credit-bearing lecture or lab, with primary instruction delivered in the credit-bearing sections.
 - i. Example: A 3 credit-hour lecture might have a 50 minute non-credit discussion section.

Classroom Scheduling Requirements

1. The non-credit section is scheduled through Banner and Academic Support & Facilities Resources according to OP 61.23.
 - i. During the scheduling process, credit-bearing sections will have scheduling priority over non-credit sections when scheduled in (110) Classrooms or (210) Class Labs.
 - ii. Sections must start on University approved standard times; justification is required if otherwise.
 - iii. Recommended room types for non-credit sections include (680) Meeting Rooms, (220) Special Class Labs, and (230) Individual Study Laboratory depending on section requirements such as capacity and facility features.

Supervision of Section

1. A non-credit section will normally be supervised by a Teaching Assistant or GPTI.
2. *Undergraduate Supplemental Instructors* Part-time hourly student workers may be hired and trained to serve as Supplemental Instructors to assist in non-credit bearing sections.

The Course Approval Process is now an automated process using the Curriculum Management System:

<https://ttu.curriculog.com/>