

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP – 4090.0

INSTRUCTIONAL PROJECTS PROCEDURE

1. PROCEDURE SUMMARY STATEMENT

To establish a procedure for instructional projects.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 Instructional projects, including capital construction, may be authorized as student instruction projects on-campus and off-campus at the discretion of the Vice President of Educational Services and the Vice President of Administrative Services when such projects are necessary to complete the required course curriculum, provided that:

3.1.1 Students are directly supervised by program instructors.

3.1.2 Students are assigned duties and tasks related to the program curriculum.

3.1.3 Off Campus Project Agreement, complete with all authorizing signatures, is completed and on file in the office of the Vice President of Administrative Services along with the required Certificate of Insurance before each project is begun.

3.1.4 On Campus Facility Modification Request (FMR), complete with all authorizing signatures, is completed and on file in the Physical Plant office.

4. APPLICABILITY

N/A

ISSUE DATE: 02/22/2017

EFFECTIVE DATE: 02/22/2017

REVISION DATE(S): none

PRIOR POLICY/PROCEDURE NUMBER: BP-4020

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/REFERENCES: none

PROCEDURE KEY WORDS: instructional projects; off campus project agreement