

Continuing Education

Original Implementation: March 9, 1978

Last Revision: November 2, 2015

The purpose of continuing education and community/public service activities is to support the public service and outreach responsibilities of Stephen F. Austin State University.

Definitions

Continuing education (CE) activities are defined as organized public activities sponsored by the university, or a constituent unit of the university, that provide participants some type of non-academic credit, continuing education credit or certification. Continuing education activities may include short courses, seminars, workshops, training sessions, conferences or institutes.

Community/public (CP) service activities are organized public educational activities, sponsored by the university or a constituent unit of the university, that do not offer any type of credit or certification. Community/public service activities may include camps, speaker series, travel experiences or leisure learning.

Class projects/assignments, internships/practicums, class guest lectures, individual faculty presentations for community organizations, student activity programs or student organization service projects are not covered by this policy.

Responsibility

Units offering CE/CP activities shall have administrative, assessment and programming responsibilities. All activities must be submitted by the administrator to his or her supervisor for approval.

A reasonable fee may be charged for CE/CP activities.

To bear the name of the university or any of its units, fees must be received and accounted for by university accounting procedures.

Facilities for CE/CP activities must be reserved in accordance with university policies covering Use of University Facilities (16.33) and Academic Facilities for Non-Academic Activities (16.1). Academic programs will always be given priority for the use of university facilities.

Oversight

Direct oversight of CE/CP activities is the responsibility of the units offering the activity. Deans

and non-academic directors must approve CE/CP activities before these activities are conducted. The Continuing Education and Community/Public Service Activities Approval form is posted at the Academic Affairs website; this form should be submitted to the appropriate dean or director's office at least two weeks before the activity occurs. Deans and non-academic directors are responsible for collecting copies of the records of CE/CP activities offered within their areas of responsibility and for submitting these records annually to the office of the vice president to whom they report. The appropriate vice president will ensure that all ongoing CE/CP activities are assessed on a regular basis and that assessment results are used to improve the programs.

Awarding Continuing Education Units

When activities result in the awarding of non-academic credit, such as Continuing Education Units, it is the responsibility of the unit offering the continuing education activity to meet the guidelines established by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools. It is the responsibility of the unit awarding the non-academic credit to establish a transcript and keep the records on file.

Cross Reference: Use of University Facilities (16.33); Academic Facilities for Non-Academic Activities (16.1); Tex. Educ. Code § 54.545

Responsible for Implementation: President and Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs; Vice President for University Affairs; Vice President for Finance and Administration

Forms: Continuing Education and Community/Public Service Activities Approval

Board Committee Assignment: Academic and Student Affairs