



Continuing Education

Purpose

Continuing education and community/public service activities support the public service and outreach responsibilities of Stephen F. Austin State University.

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.

Persons Affected

This policy applies to university community members .

Definitions

Continuing education 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. University facilities policies may apply.

Community/public 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.

Procedures

Units offering continuing education and community/public service activities will have administrative, assessment and programming responsibilities. All activities must be submitted by the administrator to the appropriate continuing education supervisor for approval and must include appropriate documentation from the pertinent oversight agency allowing/accepting the non-academic credits when relevant.

A reasonable fee may be charged for continuing education and community/public service activities.

To bear the name of the university or any of its units, fees must be received and accounted for in accordance with university accounting procedures as outlined in SFA HOP 05-208 Receipts and Deposits.



Facilities for continuing education and community/public service activities must be reserved in accordance with university policies covering facilities usage. Academic programs will always be given priority for use of university facilities.

Oversight

Direct oversight of continuing education and community/public service activities is the responsibility of the units offering the activity. Deans/non-academic directors must approve continuing education and community/public service 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 non-academic director's office at least two weeks prior to the activity. Deans/non-academic directors are responsible for collecting copies of the records of continuing education and community/public service 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 all ongoing continuing education and community/public service activities are assessed on a regular basis and 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 (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It is the responsibility of the unit awarding the non-academic credit to establish a transcript and maintain records.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 54.545

SFA HOP 05-413 Use of University Facilities

SFA HOP 05-208 Receipts and Deposits

Responsible Executive

President and Provost and Executive Vice President for Academic Affairs

Forms

Continuing Education and Community/Public Service Activities Approval

Revision History



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

Handbook of
Operating Procedures

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