

Continuing Education

Original Implementation: March 9, 1978

Last Revision: October 31, 2022

Purpose

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

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 (16.33).

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.

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 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 Receipts and Deposits (3.26).

Facilities for continuing education and community/public service 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 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.

Cross Reference: Use of University Facilities (16.33); Academic Facilities for Non-Academic Activities (16.1); Receipts and Deposits (3.26); Tex. Educ. Code § 54.545

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

Contact for Revision: Provost and Executive Vice President for Academic Affairs; Vice President of Student Affairs ; Vice President for Finance and Administration

Forms: Continuing Education and Community/Public Service Activities Approval

Board Committee Assignment: Academic and Student Affairs

Revision History: January 29, 2019
 November 2, 2015
 October 22, 2012
 April 19, 2011