

SUBJECT: Continuing Education Courses and Programs	Effective Date: 6/3/2016	Policy Number: 4-506	
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	Responsible Authority: Provost and Executive Vice President		

APPLICABILITY/ACCOUNTABILITY

This policy applies to all university administrative units, colleges, departments, centers, institutes, and direct support organizations.

BACKGROUND INFORMATION

Board of Governors Regulation 8.002 requires continuing education courses and programs to be funded in the Auxiliary budget entity. Funds collected from sponsoring entities for sponsored credit institutes may be remitted to the university's contract and grants trust fund, pursuant to Board of Governors Regulation 7.008(2)(b). The administrative unit(s) under which the continuing education program is managed is determined by the university.

Board of Governors Regulation 8.002 directs annual reporting requirements for all university continuing education college credit and non-credit courses. Degrees awarded for continuing education credit programs and student full time equivalent (FTE) enrollments calculated from college credit hours earned in continuing education credit programs must be reported to the Board of Governors separately from degrees and student FTE funded through the E&G budget entity as specified by Board of Governors Regulation 8.002(8)(a-b).

POLICY STATEMENT

To ensure proper revenue handling controls and to reduce the potential for mishandling funds and miscoding of revenues in the university's financial records, continuing education courses and programs must be managed by either the Division of Continuing Education or the Executive Development Center (College of Business Administration courses and programs only). UCF administrative units, colleges, departments, centers, and institutes may offer non-credit continuing education courses and programs as outlined in paragraph one of the procedures section.

The Division of Continuing Education and the Executive Development Center will report all continuing education course and program activity in compliance with BOG Regulation 8.002.

DEFINITIONS

Continuing education is defined by Board of Governors Regulation 8.002 as a.) non-fundable, self-supporting college credit courses or programs, b.) non-credit professional development courses or programs designed to upgrade existing technical or professional skills, or c.) courses that are provided primarily for personal enrichment.

Self-supporting college credit courses or programs include the following two funding models:

1. **Cost-recovery programs:** These self-supporting programs must charge appropriate fees to students for the purpose of recovering all costs associated with offering the program. These programs are authorized to retain a maximum of 15% of the gross revenue for program reinvestment. Any revenue collected over the approved 15% will be transferred to Academic Affairs to be distributed to other entities or units at their discretion.
2. **Market-rate programs:** Like cost-recovery programs, these self-supporting programs also charge fees to students to recover all costs associated with offering the program. However, market-rate programs may generate residual revenue in addition to recovering all costs associated with offering the program. Market-rate programs must be approved by the Board of Governors (BOG 7.001(15)).

Non-credit courses or programs include classes, conferences, workshops, institutes, seminars and camps for which continuing education units, certificates or other formal means of recognizing completion are offered to participants by university administrative units, colleges, departments, centers, institutes, or direct support organizations.

PROCEDURES

1. UCF administrative units, colleges, departments, centers, and institutes may offer non-credit continuing education courses and programs under the following requirements:
 - a. Notify the Division of Continuing Education of intent to offer a non-credit course or program.
 - b. Establish a separate identifiable administrative unit through which non-credit continuing education courses and programs will be offered and provide the name of the responsible administrator to the Division of Continuing Education.

- c. Establish an Auxiliary account for all revenues and expenses associated with offering non-credit courses and programs. Ensure no E&G resources are used to recover the direct costs of offering non-credit courses and programs.
 - d. Adhere to university policies, and the collective bargaining agreement, as they relate to registration, collection of fees, reimbursement of expenses, compensation of instructors, maintenance of student records, and assessment.
 - e. Survey the performance of each non-credit continuing education program offered. An evaluation of participant satisfaction is the minimum requirement.
 - f. Upon request and as specified by the Division of Continuing Education, submit reports on all non-credit continuing education activity.
2. UCF Regional Campuses have the responsibility for developing and communicating policies and procedures for continuing education courses and programs.
3. UCF Regional Campuses and the College of Business Administration shall enter into and maintain an Intra-University Agreement to provide delegation of authority and responsibility to the Executive Development Center for:
 - a. Developing and implementing continuing education courses and programs supporting and aligned with the College of Business Administration.
 - b. Reporting information on continuing education college credit and non-credit courses managed by the Executive Development Center.

RELATED DOCUMENTS

Board of Governors Regulation 7.008(2)(b)

Board of Governors Regulation 8.002

CONTACTS

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INITIATING AUTHORITY Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>4-506</u>	
Initiating Authority: <u>Dale Littell</u>	Date: <u>6/2/16</u>
University Policies and Procedures Committee Chair: <u>Dana Bishop</u>	Date: <u>5/27/2016</u>
President or Designee: <u>John C. Hitt</u>	Date: <u>6/3/16</u>