

POLICY 9-8.I REV 6

DATE OCTOBER 7, 1992

SUBJECT: **FACULTY REGULATIONS - Chapter VIII - Section 8
GRADUATION**

SECTION 8. THE DIVISION OF CONTINUING EDUCATION

A. THE ROLE OF CONTINUING EDUCATION

THE DIVISION OF CONTINUING EDUCATION IS COORDINATED WITH THE OTHER DIVISIONS CALLED SCHOOLS AND COLLEGES AND IS THE ADMINISTRATIVE AGENCY BY WHICH THE UNIVERSITY IDENTIFIES AND SERVES THE EDUCATIONAL NEEDS OF THOSE WHOSE LIFE PATTERNS REQUIRE COURSES, PROGRAMS, SCHEDULES OR LOCATIONS NOT ACCOMMODATED BY THE VARIOUS REGULAR INSTRUCTION MODES AND FUNDING OF THE OTHER DIVISIONS. IT IS ALSO THE AGENCY THROUGH WHICH PUBLIC AND PRIVATE ORGANIZATIONS MAY GAIN ACCESS TO THE UNIVERSITY'S INSTRUCTIONAL RESOURCES.

IN RESPONDING TO THESE REQUESTS, DCE WORKS COOPERATIVELY WITH SCHOOLS, COLLEGES AND DEPARTMENTS.

B. THE FUNCTIONS OF THE DIVISION OF CONTINUING EDUCATION

1. FOR COURSES, CREDIT OR NONCREDIT, RECORDED ON OFFICIAL UNIVERSITY TRANSCRIPTS:

THE DIVISION OF CONTINUING EDUCATION WILL ADMINISTER AND COORDINATE THE SCHEDULING, BUDGETING, ADVERTISING AND REGISTERING OF ALL TRANSCRIPT-RECORDED COURSES WHICH ARE NOT FUNDED BY COLLEGES AND DEPARTMENTS. THE INCOME AND COSTS OF OFFERING SUCH COURSES UNDER THE DIVISIONS AUSPICES WILL BE HANDLED WITHIN THE NORMAL BUDGETARY PROCEDURES OF THE DIVISION OF CONTINUING EDUCATION AND WILL BE CONSIDERED AS PART OF THE UNIVERSITY'S EDUCATIONAL AND GENERAL BUDGET. ALL INSTRUCTORS AND SUBJECT MATTER FOR CREDIT AND NONCREDIT COURSES ADMINISTERED BY THE DIVISION OF CONTINUING EDUCATION MUST HAVE THE APPROVAL OF THE DEPARTMENT DIRECTLY CONCERNED.

2. FOR CONFERENCES, WORKSHOPS AND INSTITUTES NOT RECORDED ON OFFICIAL TRANSCRIPTS:

IN THE CONDUCTING OF SUCH NONTRANSCRIPT EDUCATIONAL ACTIVITY, (A) THE DIVISION OF CONTINUING EDUCATION IS SOLELY RESPONSIBLE FOR MAINTAINING A RECORD OF FEE COLLECTION, ACCOUNTING AND DISBURSEMENT OF INCOME IN EXCESS OF EXPENSES TO THE SPONSORING COLLEGES AND DEPARTMENTS AS PROVIDED FOR IN [POLICY AND PROCEDURES No. 3-8](#). IN ADDITION TO THESE FUNCTIONS, (B) THE DIVISION OF CONTINUING EDUCATION OFFERS ADMINISTRATIVE, COORDINATIVE, BOOKING AND ADVERTISING SERVICES FOR SUCH CONFERENCES, WORKSHOPS AND INSTITUTES. WHEN A DEPARTMENT OR A COLLEGE IS THE SPONSOR, THE CONFERENCE (WORKSHOP OR INSTITUTE) WILL BE PROCESSED THROUGH DCE FOR THE FISCAL FUNCTIONS DESCRIBED IN (A) ABOVE. THE DEPARTMENT OR COLLEGE MAY OR MAY NOT CHOOSE TO USE THE DCE FUNCTION LISTED IN (B) ABOVE. WHEN DCE IS THE SPONSOR, THE CONFERENCE (WORKSHOP OR INSTITUTE) WILL BE CLEARED THROUGH A DEPARTMENT OR COLLEGE FOR APPROVAL OF THE TOPIC AND THE INSTRUCTOR. THE DEPARTMENT OR COLLEGE MAY OR MAY NOT ALSO CHOOSE TO BE A COSPONSOR.

C. CREDIT COURSES.

1. IN ITS OFF-CAMPUS RESIDENT CREDIT COURSE INSTRUCTION, CLASS INSTRUCTION SHALL BE EQUIVALENT IN CONTENT AND SCOPE TO SIMILAR COURSES OFFERED ON CAMPUS AND SHALL REQUIRE AS MANY HOURS OF CLASS INSTRUCTION AND PREPARATION AS SIMILAR COURSES OFFERED ON CAMPUS.
2. ALL STUDENTS TAKING CREDIT COURSES THROUGH THE DIVISION OF CONTINUING EDUCATION SHALL BE CLASSIFIED AS OF THE SCHOOL IN WHICH THEIR MAJOR WORK LIES. THIS PROVISION DOES NOT IN ANY WAY PROHIBIT THE DIVISION OF CONTINUING EDUCATION FROM MAINTAINING AND PUBLISHING LISTS OF ALL STUDENTS DOING CREDIT WORK.
3. A MAXIMUM OF THIRTY (30) SEMESTER CREDIT HOURS EARNED IN NONMATRICULATED STUDY MAY BE COUNTED TOWARD A BACHELOR'S DEGREE. CREDITS EARNED BY NONMATRICULATED STUDENTS MAY OR MAY NOT APPLY TO A GRADUATE DEGREE PROGRAM. GRADUATE PROGRAMS ARE DESIGNED AND APPROVED BY FACULTY COMMITTEES ASSIGNED TO SUPERVISE EACH GRADUATE STUDENT. DECISIONS ON ACCEPTING COURSE CREDIT ARE MADE INITIALLY BY THESE SUPERVISORY COMMITTEES. THE NUMBER OF NONMATRICULATED HOURS THAT CAN BE APPLIED TOWARD A GRADUATE DEGREE IS LIMITED TO 8 SEMESTER HOURS. APPLYING MORE THAN 8 HOURS OF NONMATRICULATED WORK TO THE DEGREE REQUIRES APPROVAL OF THE DEAN OF THE GRADUATE SCHOOL. CORRESPONDENCE OR HOME STUDY COURSES ARE NOT ELIGIBLE FOR GRADUATE CREDIT.
4. INDIVIDUALS WHO HAVE NOT GRADUATED FROM HIGH SCHOOL AND WHO ARE LESS THAN 18 YEARS OF AGE MUST RECEIVE PERMISSION FROM THE UNIVERSITY'S ADMISSIONS OFFICE TO REGISTER FOR CREDIT COURSES OFFERED THROUGH THE DIVISION OF CONTINUING EDUCATION.

D. CORRESPONDENCE STUDY.

1. OF THE 183 HOURS REQUIRED FOR GRADUATION FROM THE UNIVERSITY OF UTAH, A MAXIMUM OF FORTY-FIVE (45) CREDIT HOURS EARNED IN CORRESPONDENCE STUDY MAY BE COUNTED TOWARDS A BACHELOR'S DEGREE.

2. CREDIT COURSES GIVEN BY CORRESPONDENCE SHALL BE EQUIVALENT IN CONTENT AND SCOPE TO SIMILAR COURSES GIVEN ON CAMPUS.

APPROVED: ACADEMIC SENATE 11/3/80; BOARD OF TRUSTEES 11/10/80

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