

POLICY 9-8.I REV 7
DATE OCTOBER 26, 1999

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

SECTION 8. ACADEMIC OUTREACH AND CONTINUING EDUCATION

A. THE ROLE OF CONTINUING EDUCATION

AS PART OF ACADEMIC AFFAIRS, ACADEMIC OUTREACH AND CONTINUING EDUCATION (AOCE) IS INTEGRATED WITH THE OTHER 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 SCHOOLS AND COLLEGES. 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, AOCE WORKS COOPERATIVELY WITH SCHOOLS, COLLEGES AND DEPARTMENTS.

B. THE FUNCTIONS OF AOCE

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

AOCE 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 AOCE'S AUSPICES WILL BE HANDLED WITHIN THE NORMAL BUDGETARY PROCEDURES OF AOCE 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 AOCE MUST HAVE THE APPROVAL OF DEPARTMENTS, SCHOOLS, COLLEGES OR OTHER ACADEMIC UNITS DIRECTLY CONCERNED.

2. FOR CONFERENCES, WORKSHOPS, INSTITUTES AND OTHER PROGRAM OR COURSE OFFERINGS NOT RECORDED ON OFFICIAL TRANSCRIPTS:

IN THE CONDUCTING OF SUCH NONTRANSCRIPT EDUCATIONAL ACTIVITY, (A) AOCE IS RESPONSIBLE FOR MANAGEMENT OF FEE COLLECTION, ACCOUNTING AND

DISBURSEMENT OF INCOME IN EXCESS OF EXPENSES AS NECESSARY TO THE COGNIZANT ENTITIES, COLLEGES OR DEPARTMENTS AS PROVIDED FOR IN [POLICY AND PROCEDURES NO. 3-8](..//3/3-8.html). IN ADDITION TO THESE FUNCTIONS, (B) AOCE OFFERS ADMINISTRATIVE, COORDINATIVE, BOOKING AND ADVERTISING SERVICES FOR SUCH CONFERENCES, WORKSHOPS, INSTITUTES, OR OTHER PROGRAM OR COURSE OFFERINGS. WHEN A DEPARTMENT OR A COLLEGE IS THE SPONSOR, THE CONFERENCE (WORKSHOP OR INSTITUTE) WILL BE PROCESSED THROUGH AOCE FOR THE FISCAL FUNCTIONS DESCRIBED IN (A) ABOVE. WHEN AOCE IS THE SPONSOR, EDUCATIONAL ACTIVITY WILL BE CLEARED THROUGH A DEPARTMENT, SCHOOL, COLLEGE OR OTHER ACADEMIC UNIT FOR APPROVAL OF THE TOPIC AND THE INSTRUCTOR.

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 AOCE SHALL BE CLASSIFIED AS OF THE SCHOOL IN WHICH THEIR MAJOR WORK LIES. THIS PROVISION DOES NOT IN ANY WAY PROHIBIT AOCE 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.

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 AOCE.

D. INDEPENDENT STUDY.

1. OF THE 122 HOURS REQUIRED FOR GRADUATION FROM THE UNIVERSITY OF UTAH, A MAXIMUM OF THIRTY (30) CREDIT HOURS EARNED IN INDEPENDENT STUDY

MAY BE COUNTED TOWARDS A BACHELOR'S DEGREE.

2. CREDIT COURSES GIVEN BY INDEPENDENT STUDY 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

EDITORIALLY REVISED: 10/7/92

EDITORIALLY REVISED 10/26/99

[REV 6](#)

M03

OUTDATED