

## **Policy 6-102: The Division of Continuing Education**

### **I. Purpose and Scope**

(Reserved)

### **II. Definitions**

(Reserved)

### **III. Policy: Academic Outreach and Continuing Education**

#### **A. The Role of Academic Outreach and Continuing Education**

As part of Academic Affairs, Academic Outreach and Continuing Education (AOCE) is linked with and collaborates actively with the other schools and colleges of the university. It is the administrative agency by which the university identifies and serves the educational needs of those who require courses, programs, schedules or locations not accommodated by the regular instruction modes and funding of the other schools and colleges. AOCE is specifically chartered to reach out into the community to meet the needs of individuals, groups, and organizations in the realm of personal and professional development, educational technology, and international opportunities and connections. AOCE will undertake the above initiatives with cross-campus consultation and collaboration. AOCE is chartered to manage and administer off-campus academic site locations. In responding to these role assignments, AOCE works both independently of and in cooperation with schools, colleges and departments.

#### **B. The Functions of AOCE**

##### **1. Academic credit courses:**

AOCE will develop and offer academic credit courses under a principle of the "Right of First Refusal" (meaning that a department is given an opportunity to

offer a course to an outreach audience, but declines to do so within the normal departmental budget). AOCE will administer and coordinate the planning, organizing, scheduling, budgeting, advertising/marketing, registration, evaluation and monitoring of all academic credit courses not funded by colleges. All instructors and subject matter for credit courses administered by AOCE must have the approval of the academic units having the credit designation. AOCE will coordinate with the appropriate academic unit the selection, hiring, compensation and evaluation of faculty and courses within this category.

All matters relating to matriculation and residency requirements should be consistent with appropriate policy and procedures sections. (See [Policy 6-309](#) and [6-101](#)).

2. Courses not carrying academic credit:

- a. For all courses not carrying academic credit and that are a section of a regular university course set up to serve a student population that does not desire the audit option, AOCE will administer and coordinate the scheduling, budgeting, advertising/marketing and the evaluation of faculty and courses. AOCE will oversee and account for the income as well as the transfer of appropriate funds to the participating departments and/or colleges, according to established agreements regarding revenue and expense sharing. These courses would only be set up by AOCE based on approval by the department.

For all departmentally designated courses not carrying academic credit and which are not linked to credit sections of an existing course, AOCE will plan, organize, administer, budget, coordinate, and evaluate all aspects of the development and delivery.

The approval process for all departmentally designated courses will be the same as utilized for the credit offering. All instructors and subject

matter for departmentally designated courses not carrying academic credit administered by AOCE must have the approval of the academic unit having the credit designation.

- b. For all AOCE courses not carrying academic credit, AOCE will plan, organize, administer, budget, coordinate, and evaluate all aspects of development and delivery.

AOCE courses, not carrying academic credit, will have oversight by an Academic Program Advisory Committee (APAC) comprised of U of U faculty (the majority) and members drawn from the university staff, our community, and students/consumers. These committees will provide academic oversight, quality control, and program planning assistance.

3. For Distance Education:

AOCE's Distance Education unit will follow all of the above-mentioned policies and Procedures for credit courses and for classes not carrying university credit.

#### **IV. Rules, Procedures, Guidelines, Forms and other Related Resources**

- A. Rules
- B. Procedures
- C. Guidelines
- D. Forms
- E. Other related resource materials

#### **V. References**

(Reserved)

#### **VI. Contacts**

Policy Owner:

Questions about this Policy and any related Rules, Procedures and Guidelines should be directed to the Sr. Associate Vice President for Undergraduate Studies.

Policy Officers:

Only the Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences or their designees have the authority to grant exceptions to this policy.

## **VII. History**

Approved: Academic Senate 8/13/01

Approved: Board of Trustees 10/8/01

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