

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: COORDINATION OF CONTINUING EDUCATION PROGRAMS

PURPOSE: To define the function of the office responsible for coordinating all continuing education programs and special activities, and to establish procedures and policies for coordination of such programs.

GENERAL POLICY

CHARGE

Coordination of continuing education (non-credit) programs, and off-campus credit programs is assigned to the Director of Continuing Education under the supervision of the Provost and Vice Chancellor for Academic and Student Affairs.

CREATION OF NON-CREDIT COURSES & PROGRAMS

Continuing education programs may be developed directly by the Director of Continuing Education in response to community interests or may be developed with the sponsorship of another campus administrative unit. All offerings of non-credit programs must be approved by the Provost and Vice Chancellor for Academic and Student Affairs.

All continuing education programs follow the criteria and guidelines set forth in the current edition of *The Continuing Education Unit: Guidelines of the Commission on Colleges, Southern Association of Colleges and Schools on Continuing Education*. (A current copy will be kept on file in the Continuing Education Office.)

COURSE APPROVALS

All continuing education programs offered on this campus reflect directly upon the University. Therefore, it is necessary that all colleges, departments, participants, and Continuing Education adhere strictly to the procedures established. In order to facilitate high quality programs and adequate time for deliberation at all levels, all proposals for non-credit and service programs should, where at all possible, be developed and presented for approval well in advance of the actual effective date.

FEES

Continuing Education has the responsibility for collecting course and program fees and receiving other funds that constitute program revenue. Appropriate fees are assessed to defray salary and wage expense and appropriate administrative expense.

It is expected that all programs conducted through Continuing Education will be self-supporting, although the selection of programs should not be determined solely on the principle of whether or not they are self-supporting, but rather on the principle of fulfilling the educational responsibility LSUA has to its constituents. Policy Statement (PS) 205 details the fiscal policy related to non-credit courses.

PARTICIPATING LSUA FACULTY AND STAFF

An LSUA faculty or staff member who wishes to participate in a continuing education course or program must secure approval for the participation from the appropriate department chair. Continuing Education is not responsible for securing or confirming this approval.

RECORD KEEPING

Continuing Education and Enrollment Services are responsible for maintaining records of all non-credit course offerings in compliance with the university policy regarding student records. (PS 241)

EVALUATIONS OF NON-CREDIT OFFERINGS

There must be formal evaluations of all non-credit offerings. The evaluations will be retained in Continuing Education. The respective faculty and staff may have access to the evaluations.