

**ADMINISTRATIVE DIVISION – ACADEMIC AFFAIRS**

**POLICY NUMBER – ACAF 1.70**

**POLICY TITLE – Continuing Education**

**SCOPE OF POLICY – USC Upstate**

**DATE OF REVISION – February 10, 2025**

**RESPONSIBLE OFFICER - Provost**

**ADMINISTRATIVE OFFICE – Office of the Provost**

**PURPOSE**

The University of South Carolina Upstate engages in noncredit continuing education activities and programs. The activities are collectively recognized by the University as “continuing education programs.” To ensure that all University continuing education activities meet established standards, the University has adopted formal policies and procedures pertaining to continuing education programs. Noncredit continuing education programs require the review and approval of the Director of Continuing Education and Industry Certifications.

**DEFINITIONS**

**Continuing Education** is defined as any noncredit learning opportunities for adults that originate from the University of South Carolina Upstate.

**Continuing Education Unit (CEU)** is defined as a uniform unit that measures individual participation in noncredit continuing education.

**POLICY STATEMENT**

This policy documents the relationship to the University’s mission, audience served by such programs, and evidence of regular evaluation with respect to the University’s mission and goals.

Noncredit continuing education activities require the review and approval of the Director of Continuing Education and Industry Certifications.

**PROCEDURES**

All continuing education Activity, regardless of type, must be documented and reported to the Office of Academic Affairs. Noncredit continuing education activity includes workshops, seminars, training programs, professional or executive education, short courses, and other structured educational events.

## A. Administrative Responsibility and Oversight

Programs seeking to improve work-related skills, provide personal learning enrichment, support community or economic development, or encourage civic engagement are recognized as continuing education programs. Programs may be delivered synchronously or asynchronously, through classroom instruction, online learning, conferences, consortiums, and lectures.

The Director of Continuing Education and Industry Certifications seeks to develop and oversee quality, non-credit instructional programs for adults. The director is a member of the Office of Continuing Education and Industry Certifications, which is a unit within the Division of Academic Affairs.

## B. Programming Authority

The Office of Continuing Education and Industry Certifications is responsible for making field contacts with prospective continuing education clients, conducting needs assessments and market research, maintenance of course completion records, and the development of mechanisms and procedures aimed at achieving and maintaining high quality in the continuing education offerings of the University.

The Director of Continuing Education and Industry Certifications develops short-term and long-term plans and projections which include revenues, expenses, and potential enrollments in all continuing education programs. The director is responsible for developing and implementing marketing strategies that maximize enrollments. The director proposes funding and incentive models to support, stimulate growth, and enhance innovation in continuing education programs. The director will also be responsible for identifying consistent opportunities for program growth in the community and areas of overlap where continuing education program participation may lead to for-credit program participation.

Each program's instructor will be responsible for the documentation of noncredit course curricula and qualification of instructional personnel. All delivered content should be accessible by University standards and should be updated and kept timely as needed.

All continuing education program contracts with external parties must be reviewed and approved by the Vice Chancellor for Finance and Administration, General Counsel, and the Chancellor.

Noncredit programs are not subject to faculty review or to the requirements that apply to credit courses.

### C. Continuing Education Units (CEUs)

The Continuing Education Unit (CEU) is intended to serve all interests in noncredit continuing education without regard to subject matter, program format, or instructional methodology. The CEU permits the individual who desires additional educational experiences to look to many sources of continuing education and to select from many formats common to the field, while accumulating a uniform record available for future reference.

The CEU is defined as a measure of participation in an organized continuing education experience under sponsorship by an appropriate authority, with instruction, direction, and evaluation by qualified personnel. CEUs are issued in whole and half hour increments and are quantified as the number of actual contact hours divided by ten. Partial increments are rounded down to the nearest half hour. Approved CEU programs should normally be offered for no less than five contact hours (.5 CEU credit).

CEUs may be used for the purposes of documentation for personal records or professional reporting. All CEUs are recorded and maintained by the Office of Continuing Education and Industry Certifications. CEUs may be offered in conjunction with USC Upstate's Continuing Education programs. In some cases, CEUs also may be offered for instruction outside of USC Upstate with consent of the Director of Continuing Education and Industry Certifications and only after an assessment of the program has been conducted to ensure quality of instruction and materials and alignment with the University's mission.

### D. Intellectual Property

Agreements developed for noncredit continuing education shall include specification of intellectual property rights for program content and/or curriculum, pursuant to University Policy ACAF 1.33 Intellectual Property Policy.

### E. Continuing Education Review and Reporting: Continuing Education Programs

The Office of Continuing Education and Industry Certifications is charged with the responsibility of ensuring compliance with policy and procedures related to continuing education programs. All units must provide advance notification to The Office of Continuing Education and Industry Certifications of their intent to offer continuing education programs and must report program information through this office. The Office is responsible for the collection of all relevant data on continuing education activity across the University and reporting necessary data to the Office of Institutional Research and Planning and any other requests to fulfill University reporting requirements.

## F. Continuing Educational Programs Funding

State funds may not be used to provide noncredit instruction, and noncredit programs must be self-supporting. The Office of Academic Affairs and Office of Continuing Education and Industry Certifications will be allocated a negotiated amount of net revenues collected from continuing education programs. All funds will be collected through the Office of Continuing Education and Industry Certifications and then dispersed as appropriate for personnel and supplies according to a negotiated pay scale. Remaining funds will be used to offset administrative and overhead costs incurred by the Office of Continuing Education and Industry Certifications.

Each unit will adhere to policy and procedures outlined in BUSA 7.00 Purchasing when purchasing any goods or service in the operation of the Continuing Education Program. Also, each unit will contact the Office of Academic Affairs for any payroll-related issues.

## G. Continuing Education Procedures for Faculty and Staff

Continuing education programs may be directly created by the Office of Continuing Education and Industry Certifications or by any university unit. Programs may also be offered in partnership with third party providers. The following procedures are intended for units that wish to offer a continuing education program.

- 1.) A university unit with a faculty or staff member who wishes to participate in offering continuing education programs must first contact the Office of Continuing Education and Industry Certifications to notify the Director of its intent to participate. Once the Director is notified, a preliminary meeting is conducted to determine the parameters and costs of the program to ensure all programs are mission-aligned and financially feasible.
- 2.) The Office of Continuing Education and Industry Certifications will be responsible for registration and payment processes for all continuing education programs, for assistance with any necessary computer access and/or physical space that is required to carry out the programs, and for issuance and record-keeping for any associated CEUs. The program instructor will be responsible for all curriculum and teaching-related duties as well as with providing a final report of participants and outcomes to the Director of Continuing Education and Industry Certifications at the conclusion of each program.
- 3.) The provost has final authority on the decision to offer all continuing education programs.

## RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

[ACAF 1.33 – Intellectual Property Policy BUSA](#)

[7.00 - Purchasing](#)

## HISTORY OF REVISIONS

- December 1, 2005 – New policy approval