

Title: CONTINUING EDUCATION/ACADEMIC CREDIT COURSES
Index #: 20-08.02
Division: ACADEMIC
Section: CONTINUING EDUCATION
Effective Date: 4/15/87

Policy Statement:

Courses requested by faculty to be offered for both academic and continuing education credit must be reviewed and approved by the Baccalaureate or Graduate Council. Only courses which do not have a clinical practice component will be considered. Learning activities, assignments and evaluations may differ between students enrolled for continuing education units and academic credit. These differences will be in writing.

Rationale for Decision:

Offering selected courses for both academic and continuing education credit allows for more flexibility in marketing School of Nursing programs to prospective students.

Implementing Procedures:

<u>Responsible Party:</u>	<u>Action:</u>
Faculty	<ol style="list-style-type: none">1. Notifies reviewing bodies and the Director of External Relations/Continuing Education that course is being requested to be offered both as an academic course and for CEUs. Follows procedures outlined in Policies 20-06.02: Course Review Scheduling and Procedure, and Baccalaureate and Graduate Courses; and 20-08.01: School of Nursing Continuing Education Courses.2. Notifies the Director of External Relations/Continuing Education of the CE program to be offered, any enrollment limitations or other restrictions, and any special requirements (eg: online component).
Director of External Relations/ Continuing Education	<ol style="list-style-type: none">1. Annually surveys course faculty after the course schedule is completed to determine if academic courses approved for continuing education are open for CE enrollment.2. The Director of External Relations/Continuing Education or designee manages the enrollment of students taking the course for continuing education, including access to online coursework and computer literacy tutorials, if required; and3. Issues a certificate when the course is completed.

Notes: Reviewed by Academic Affairs 1/08/03
Revised 7/02/01
Approved by Academic Affairs Committee: 9/6/84
Approved by Faculty Organization: 2/11/82