Continuing Education Courses/ Program Guidelines

governance policy E2
Originated 9-96
Revised and approved by Department Heads Council 4-06-2010

In August, 1996 college-wide guidelines were adopted to govern the offering of continuing education courses/programs. These guidelines are to be used by all faculty. Approval for offering continuing education courses (now referred to as academic extension courses) is contingent upon a balance between college needs and community and continuing education needs.

Academic Extension (AE) courses should not be offered in lieu of academic coursework that generates student credit hour production for the college unless there is a rationale for doing so. Teaching of AE courses does not replace or substitute for a faculty member’s regular academic teaching load. Faculty interested in offering AE courses are expected to negotiate their teaching load with their department head. Department Heads must balance devoting resources to continuing education courses with coverage of the regular program curriculum.

Approval of academic extension courses requires that: a) the need for the course(s) is clearly established, b) the course does not compete with regular academic offerings, and c) the quality of content and instruction can be assured.

All AE course or workshop offerings require the completion of an Academic Extension Course Approval Form.

TYPES OF CONTINUING EDUCATION COURSES

1. AE courses offered by College of Education departments/degree programs include:
   a. courses that are part of regular degree program offerings and that earn degree credit,
   b. licensure, workshop, professional development, or other courses that are not part of regular degree program offerings or courses that will not earn degree credit.
2. AE courses offered by the Research and Outreach units not directly associated with department and degree program offerings.

AE courses/programs offered by College of Education degree programs and/or academic departments (#1.a. above) are subject to the curriculum review and approval process as described in the college curriculum policy.

Courses offered by COE departments that are not part of regular degree program offerings (1.b.) and AE courses offered by COE Research and Outreach units that are not directly associated with degree program offerings (#2 above) are subject to the policy/guidelines contained in this document.
An AE course should be reviewed using the process described below the first time it is offered and whenever there is a change to any major feature of the course (e.g., number of credits, course title, course content, etc.). Following initial approval, unmodified AE courses require only an expedited process that involves approval by the Department Head or the Research and Outreach Unit Director (see AE Course Approval Form).

**ACADEMIC EXTENSION COURSES OFFERED BY A COLLEGE OF EDUCATION DEGREE PROGRAM**

Departments and degree programs may offer a AE course, workshop, or licensure program that is not part of regular degree program offerings or that does not earn degree credit if all of the following criteria are met:

1. Approval is obtained by vote of the departmental faculty and from the appropriate department head.
2. Approval is obtained from the Associate Dean for Academic Affairs.
3. Tuition is sufficient to cover department and college costs. An additional tax will be added to all AE course credit hour costs to recover department and college administrative costs (check with your business manager to obtain the current tax rate).

**ACADEMIC EXTENSION COURSES OFFERED BY A COLLEGE OF EDUCATION RESEARCH OR OUTREACH UNIT**

A COE Research or Outreach unit may offer an AE course or workshop if all of the following criteria are met:

1. Course approval is obtained from the research or outreach unit Director.
2. Course proposal is shared with the faculty of the relevant academic department (based on course prefix) and approval is obtained from the Department Head.
3. Approval is obtained from the Associate Dean for Academic Affairs.
4. Tuition is sufficient to cover research/outreach unit and college costs. An additional tax will be added to all AE course credit hour costs to recover research/outreach unit and college administrative costs (check with your business manager to obtain the current tax rate).

**PROCESS**

1. Complete and submit an
2. Prepare and submit a syllabus/description of the course/workshop containing all of the following elements:
- course/workshop prefix, course number, course title, credit hours
- course description, course prerequisites
- term offered, meeting days and times
- instructor name, office address, phone, e-mail, office hours
- course objectives
- textbook and other required materials
- content and course structure (major activities and assignments)
- course schedule including weekly activities, readings, and due dates for assignments
- assessment, evaluation, and grading procedures
- course, college, and UO policies and procedures
- student engagement table Please be aware that for every hour of credit there is an expectation that a combination of 30 in- and out-of-class hours will be provided.
- proposed credit hour cost

3. Obtain review and approval of the proposed course/workshop:
   a. If the course is proposed by an academic program, the syllabus and Academic Extension Review Form are reviewed by departmental faculty. Following department approval by the faculty and Department Head, the course/workshop proposal is submitted to the Associate Dean for Academic Affairs. Signatures by the Department Head and Associate Dean on the Academic Extension Review Form indicate final approval.
   b. If the course is proposed by a research or outreach unit, the course/workshop is reviewed by the research or outreach unit Director. Following approval, the course/workshop is submitted to the relevant Department Head, and the Associate Dean for Academic Affairs with signatures on the Academic Extension Review Form indicating approval. An informational copy of the proposal is also provided to the Associate Dean for Research and Outreach.
   c. If the course/workshop has been previously approved and offered, signature approval is needed only from the Department Head and the Research and Outreach Director.

This electronic document supersedes all previous versions and is subject to change.