

<b>ADMINISTRATIVE DIVISION</b> ACAF Academic Affairs		<b>POLICY NUMBER</b> ACAF 1.70
<b>POLICY TITLE</b> Continuing Education and Conferences		
<b>SCOPE OF POLICY</b> USC Columbia and Palmetto College		<b>DATE OF REVISION</b> August 8, 2022
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Academic Affairs and Provost		<b>ADMINISTRATIVE OFFICE</b> Office of the Provost

**PURPOSE**

The University of South Carolina engages in significant noncredit continuing education activities and programs. The activities are collectively recognized by the university as “Continuing Education Activity.” To ensure that all university continuing education activities meet established standards, the university has adopted formal policies pertaining to Continuing Education Activity.

**DEFINITIONS**

**POLICY STATEMENT**

This policy, and the related policies [ACAF 1.71 Noncredit Certificate Programs](#) and [ACAF 1.72 Continuing Education Units](#), document 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 department chairs and deans, who are responsible for the program content and ensuring compliance with university policy and SACSCOC Principles of Accreditation standard 3.4.2. Programs formally documenting participation and completion through the issuance of Continuing Education Units (CEUs) or Certificates must comply with policy for Continuing Education Units as defined in policy [ACAF 1.72 Continuing Education Units](#).

**PROCEDURES**

All Continuing Education Activity, regardless of type, must be documented and reported to Continuing Education and Conferences (CEC) to ensure University compliance with SACSCOC Principles of Accreditation.

The School of Medicine, College of Pharmacy, and College of Nursing are authorized to issue CMEUs on behalf of the University. The School of Law provides legal education in the form of CLEUs. These schools maintain additional professional accreditation and are responsible for the collection of program records that meet the accrediting standards set forth by their individual accrediting bodies. Summary program documentation and participant counts, including program dates, titles, contact hours, and the number of participants, will be provided to CEC for inclusion in university reports, as outlined in policy [ACAF 1.72 Continuing Education Units](#).

Noncredit continuing education activity includes workshops, conferences, seminars, training programs, professional or executive education, short courses, and other structured educational events.

Activities may include, but are not limited to: computer training, in-service training for teachers, health worker training, certification, licensure, or accreditation maintenance, professional education programs, non-credit certificate programs, travel-study programs, educationally based youth programs, or other programs for youth or adults that are designed to enrich, enlighten, or inform the participant. Any program that provides documentation of recognition for licensing bodies, professional associations, or other professional organizations must also be included.

#### 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 a Continuing Education Activity. Programs may be delivered synchronously or asynchronously. Formats may include, but are not limited to: classroom instruction, online learning, conferences, consortiums, and lectures.

Continuing education activity may, but need not, confer CEUs on participants who successfully complete established program requirements. The University applies standardized processes to the issuance of CEUs on continuing education activities through the Office of the Provost. CEUs should be issued to all participants of programs that have a narrowly defined target audience and a learning objective that meets an identified need within the area of instruction. Participants and sponsors may not opt out of CEUs or issue CEUs to some, but not all, participants. Rather, documentation through CEUs will be determined solely based on the satisfactory completion of the stated program requirements.

As a non-credit administrative arm of the university, the Office of Continuing Education and Conferences is responsible for documentation of all records-based and reportable continuing education activities. The office also works with off-campus entities wishing to issue University CEUs.

#### B. Programming Authority

The Office of the Provost is responsible for offering credit and noncredit programs and has oversight of the Office of Continuing Education and Conferences.

1. Operational functions include field contacts with prospective continuing education clients, continuing education needs assessment surveys, continuing education market research, documentation of noncredit course curricula and qualification of instructional personnel. Moreover, maintenance of course completion records to satisfy accreditation requirements, publication of course and program offerings, development and utilization of course evaluation instruments, and the development of mechanisms and procedures aimed at achieving and maintaining high quality in the continuing education offerings of the university are important responsibilities within the division.

2. Noncredit programs are not subject to faculty review or to the requirements that apply to credit courses; however noncredit activities require review and approval of department chairs and deans prior to submission to Continuing Education and Conferences.
3. State funds may not be used to provide noncredit instruction, and noncredit programs must be self-supporting. Program sponsors are responsible for ensuring that all program expenses are covered by participant fees or other appropriate funding sources.
4. Continuing Education and Conferences staff may assist with registration, program development, publicity, and all other aspects of program implementation as required or requested. Departments are encouraged to identify instructional needs and explore possible activities in coordination with Continuing Education and Conferences.

### C. Intellectual Property

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

### D. Continuing Education Review and Reporting: Noncredit Continuing Education Activity

The Office of Continuing Education and Conferences is charged with the responsibility of ensuring compliance with policy and procedures related to continuing education activity. All noncredit continuing education activity sponsors must provide advance notification to Continuing Education and Conferences 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 Assessment.

1. Academic departments and business units wishing to offer continuing education activity must provide advance notification to Continuing Education and Conferences of their intent and must provide detailed support documentation. Documentation should include evidence of:
  - a. A needs assessment or Statement of Need, documenting the reason why the program or activity should be provided;
  - b. Alignment with the University's mission;
  - c. Qualification of instructors;
  - d. Adequate and appropriate location and facilities;
  - e. The participants' ability to engage in program evaluation.

2. Post event documentation to be provided within fourteen days of event completion includes:
  - a. Summary of participants.
3. Additional information may be required in support of programs determined to be subject to policy relating to Continuing Education Units, as defined in policy [ACAF 1.72 Continuing Education Units](#).
4. Continuing Education and Conferences may determine whether a program is duplicative of an existing program or impinges on the programming authority of an existing continuing education unit.
5. When disputes arise over programming authority, the units involved are encouraged to reach an agreement on responsibility for specific offerings. If the units do not reach agreement among themselves, Continuing Education and Conferences administration will review the conflict and make recommendations to the Provost who exercises final authority in the matter.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[ACAF 1.33 Intellectual Property Policy](#)

[ACAF 1.71 Noncredit Certificate Programs](#)

[ACAF 1.72 Continuing Education Units](#)

[UNIV 4.00 Programs Involving Minors](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
December 1, 2005	New policy approval
December 1, 2014	Non-substantive revisions to update unit and departmental name changes due to reorganization.
August 8, 2022	Updated to standard template.