

October 24, 2007

SUBJECT: Regulation 3.001 (Continuing Education)

PROPOSED BOARD ACTION

Repeal of Regulation 3.001 (Continuing Education)

BACKGROUND INFORMATION

Regulation 3.001 was originally drafted in 1975, and last revised in 1987. It details procedures for continuing education courses which were implemented, conducted or coordinated through the Dean of Continuing Education. The Office of the Dean of Continuing Education was eliminated at Florida Atlantic University in 2003. Policies and procedures for continuing education programs are now incorporated into Regulation 3.002 (New Academic Degree Program and Other Academic Program Approval).

IMPLEMENTATION PLAN/DATE

None

FISCAL IMPLICATIONS

N/A

Florida Atlantic University

Regulation 3.001 Continuing Education.

(1) Off-Campus credit courses funded by the education and general appropriation.

(a) The Dean of Continuing Education shall implement all procedures necessary to effect off-campus credit courses.

(b) When a request for an off-campus course is received, the Dean of Continuing Education will evaluate the request and forward it to the Dean of the appropriate college.

The Dean of the sponsoring college must determine whether the course can be offered under the terms requested. If the course cannot be offered by Florida Atlantic University, the request for an off-campus credit course will be sent to the Board of Regents for referral to other institutions in the state university system with a copy to the requesting party. Written requests for off-campus courses may be made to the Dean of Continuing Education by:

1. Local groups or contact persons having an interest in or a need for a particular course; or
2. The Department Chairpersons from colleges within the University who believe that a particular course is needed.

(c) It is the policy of the University to offer off-campus courses comparable in quality with courses provided on the central campus.

(d) Scheduled courses in off-campus locations may be canceled only by the Dean of Continuing Education.

(2) Non-credit educational programs are financially self-supporting educational activities which do not provide regular course credit to those who participate.

(a) Any non-credit educational program, on or off-campus, which involves expenditure of University funds or resources, or uses the University name will be coordinated through and approved by the Dean of Continuing Education.

(b) Requests for non-credit educational program planned, developed, or sponsored by the University for business and professional groups, government agencies, associations, or other outside groups may be made by such groups or by a member of the University community.

(3) Contract programs conducted by Continuing Education.

(a) Contract programs are those offerings of a credit or non-credit nature which are provided as a service to private or public organizations under the terms of written contracts.

(b) Planners of contract or grant proposals which involve programs to be directed through or administered by Continuing Education, must obtain the approval of the Dean of Continuing Education.

(c) The Dean of Continuing Education shall be responsible for and approve programs to be sponsored by Continuing Education, which may include entering into agreements related to non-credit activities in accordance with University policies and procedures.

(4) Overload payment for Continuing Education.

(a) Overload payment is payment made to a University employee in addition to the regular contract salary for services rendered to continuing Education above and beyond those expected as conditions of his/her University position.

(b) Any individual who is employed full time in a position covered by the Board of Regents Classification and Pay Plan may receive overload compensation for participation in activities sponsored or coordinated by the Division of Continuing Education.

(c) To receive overload compensation, participation in the Continuing Education activity must be in addition to and not interfere with the employee's regular assigned responsibilities.

(d) No employee may receive overload compensation in excess of 20% of the employee's base salary.

Specific Authority 120.53(1)(a), 240.227(1) FS. Law Implemented 240.227(9), (10) FS.

History—New 10-1-75, Amended 5-24-76, 5-8-83, Formerly 6C5-3.01, Amended 11-11-87. Formerly 6C5-3.001.