

Texas Woman's University
University Policy Manual

Policy Name:	Continuing Education - Noncredit Instruction
Policy Number:	1.02
Date Passed:	August 1988
Date Reviewed:	February 2014
Next Review:	February 2017
Signed By:	Chancellor and President

Continuing education helps meet educational goals that serve both the community and professionals. Texas Woman's University is committed to meeting the need for ongoing professional development in fields relating to academic credit programs by expanding our offerings in continuing education in a manner which will enhance TWU's general visibility, as well as attract students to our credit programs.

Noncredit educational activities are administered through the Office of Conference Services. Conference Services assists faculty, staff, and off-campus users of the University facilities in continuing education program planning and administration, information services, continuing education (CEU) procedures, non-academic programs of external groups and the identification of new program areas. That office is responsible for planning all programs and for maintaining comprehensive records. For activities that require advertising and/or the production of a brochure, proposals should be submitted and approved at least twelve weeks before the date of the program.

Continuing education includes any non-credit or nonfundable credit course, seminar, workshop, training session, or conference/institute, which identifies Texas Woman's University, or a constituent unit of the University as the sponsor or co-sponsor, or in which CEUs are offered to participants for a fee.

Noncredit programs are not subject to Coordinating Board review or to the requirements that apply to academic credit courses. The Office of Conference Services should be involved in any decisions about offering these programs at TWU. State funds may not be used to provide noncredit instruction; and noncredit programs should be self-supporting. Estimates of income and expenditures, including allocation of overhead costs, are part of the approval process. All revenue from Continuing Education functions must be processed through the Office of Conference Services. Once a program has been approved by Conference Services, the Office of Conference Services collects and disburses all funds, including payment to TWU employees for their participation in the development or support of the activity and any instructional services they provide.

In addition to budgetary matters, Conference Services staff will assist with registration, program development, publicity, and all other aspects of program implementation as required. Departments are encouraged to identify instructional needs and explore possible activities. Commitments to provide either instructional services or remuneration for instructional services may be made only through the Office of Conference Services.

Conference Services reserves the right to only provide services if they are financially sustainable.

Further information regarding noncredit programs and/or program proposals is available from the Office of Conference Services or at www.twu.edu/ce.