

COLLEGE *of* CHARLESTON

CENTER FOR CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

Policies *for* Non-Credit Programs

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Non-Credit Programs

Mission Statement

The Center for Continuing Education and Professional Development at the College of Charleston will enrich the region, the greater community, and beyond by providing learning opportunities in support of the mission and strategic plan of the College of Charleston.

Definitions

Continuing Education programs are life-long learning activities. They include instructional programs that bring participants up to date in a particular area of knowledge or skill set, programs offering academic credit, continuing education units (CEUs), and certificates. These experiences may be offered in the form of courses, workshops, institutes or programs. They are often taken for development of personal knowledge and skills.

Professional Development Programs are credit or non-credit coursework to augment and enhance professional knowledge or skill set. This document pertains to non-credit courses and programs only.

The **Continuing Education Unit or CEU** is the basic unit of measurement for organized continuing education activities. The CEU is used in continuing education programs, particularly those required in a licensed profession in order for the professional to maintain the license. Examples of people who may need CEUs include educators, health care professionals, and social workers. One continuing education unit is normally defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Certificate programs (credit and non-credit) are professional and applied programs designed for entry-level employment or for upgrading skills and knowledge within an occupation.

A **certificate** acknowledges that the student has successfully completed the course or program. A certificate may be awarded on the basis of completion of one course or a series of courses, depending on the program. The College of Charleston as an accredited institution may award Continuing Education Units and certificates.

Administration

The Center for Continuing Education and Professional Development will administer all non-credit courses and programs in accordance with the College of Charleston non-credit program policies.

The Center for Continuing Education and Professional Development will provide the following:

- Review and approve proposals for all non-credit courses and programs
- Establish accounts for non-credit programs
- Maintain course and student records in the College of Charleston Center for Continuing Education and Professional Development electronic record system
- Maintain faculty resumes and generate faculty contracts
- Establish and manage budgets, including collecting payments, refunding payments when appropriate, transferring funds, and covering expenses
- Provide certificates, as appropriate.

Procedure to establish a non-credit course / program

Before the program: For non-credit courses, the proposal form found in the appendix must be completed and submitted to the Director of Continuing Education and Professional Development. Those courses or programs that elect to award CEUs must adhere to the Guidelines for Approval of CEUs established by SACS and the Worksheet for Computing / Calculating CEUs. Both documents can be found in the appendix. The proposal form and all required documents must be submitted to the Director of Continuing Education and Professional Development. As new non-credit programs are developed, the Director will confer with the appropriate faculty /staff who have expertise in the subject area of the course and with the Dean of the College of Charleston North Campus to obtain approval for the course. The Director will serve as an ex-officio member of the Committee on Graduate Education, Continuing Education, and Special Programs. The chair of the Committee on Graduate Education, Continuing Education and Special Programs will report regularly to the Graduate Council and the Senate.

After the program: No later than 10 business days after the program's conclusion, the following should be submitted to the Director of Continuing Education and Professional Development:

- (1) a list of participants who have successfully completed the course or program and
- (2) program evaluations.

Marketing

Marketing will be coordinated by the Center for Continuing Education and Professional Development.

Fees

Continuing Education and Professional Development programs will be self-supporting with a goal of generating revenue for the College of Charleston while serving the needs of the community. Course fees will include both direct and indirect costs, including the costs of marketing, instruction, books, materials, copying, a transcript/certificate fee and an administrative fee.

Refund Policy

Full Refund: A full refund will be issued for all courses, seminars and workshops cancelled by the College of Charleston.

Partial Refund: A full refund minus an administrative fee will be charged for registrations cancelled before the start date of the program.

No Refund: Normally, no refunds will be issued for cancellations after the start date of the program.

Appeals: Appeals for refunds after the start date should be submitted to the Director of the Center for Continuing Education and Professional Development.

Record keeping

Non-credit course registrations will be recorded in the official College of Charleston Continuing Education and Professional Development electronic student record-keeping system. Additional copies of transcripts and certificates may be obtained from the Center for Continuing Education and Professional Development. The evaluations will be retained at the Center for Continuing Education and Professional Development until no longer needed in accordance with the rules administered by the Records Analyst in the Registrar's Office.

Appendix

Non-Credit Course Proposal From
Guidelines for Approval of CEU Non-Credit Courses and Programs
Worksheet for Calculating / Computing CEUs
Non-Credit Program Application Form

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Proposal for Non-Credit Courses / Programs

Course/Program Title _____
Location _____
Beginning and end dates _____
Days and times (e.g. M-F 6pm-9pm) _____

Purpose and objectives:

Format and Brief Description:

Target Audience _____
Estimated attendance _____

Contact hours of Instruction _____
Will a certificate be awarded? ____Y ____N If so, title of the certificate _____
Will Continuing Education Units (CEUs) be awarded? ____Y ____N
If so, the number of CEUs recommended _____

Sponsor(s): department, administrative office, organization (if applicable: _____

Instructors (enclose resumes) _____
Program Coordinator (if applicable) _____
Evaluation procedure and assessment methods _____

Contact Person _____
Phone number _____
E-mail _____
Address _____

Please include the proposed budget and any available marketing materials with this application and submit to the Director of Continuing Education and Professional Programs.

Approval

How will this course/program address the mission and strategic plan of the College of Charleston?

____ Approved as a non-credit course/program..
____ Approved for _____ CEU(s) per participant satisfactorily completing the program (if applicable).

Director, Continuing Education & Professional Development _____ Date _____
Dean, College of Charleston, North Campus _____ Date _____

Guidelines for Approval of CEU Non-Credit Courses / Programs

In accordance with national guidelines of the Commission on Colleges of the Southern Association of Colleges and Schools (1994) each continuing education offering is reviewed for conformance to the following guidelines.*

1. The program is planned in response to the identified need of a target audience.
2. The application provides clear and concise written statements describing the course or program.
3. The program location includes facilities which adequately support the learning objectives.
4. The program is conducted by qualified instructional personnel
5. Course content and instructional methods are consistent with stated learning outcomes.
6. Participants demonstrate the achievement of the learning outcomes/objectives. Demonstrations may be done in a variety of ways such as questions and answers, discussions, written or oral exercises, summaries, case studies, demonstrations, or reports. They are observable and measurable. Some demonstrations of learning may be used throughout and not just at the end of a program while other may be more appropriately done after a program has been completed. Whether participants receive grades or scores for such demonstrations is determined during program planning and is based on the purpose of the program and the intended learning outcomes.
7. An evaluation of the effectiveness of the overall program in meeting stated goals is provided for completion by program participants.
8. Registration information requested from individual participants provides adequate data for institutional reporting and record keeping. Permanent records are maintained for all participants who qualify for the award of CEU, not just for those who request them.
9. Instructions for computing the number of CEUs have been followed correctly, and the correct number of units has been requested.

* The above guidelines are taken from *The Continuing Education Unit: Guidelines* by the commission on Colleges, the Southern Association of Colleges and Schools.

Worksheet for Computing / Calculating CEUs

(from The Continuing Education Unit: Guidelines, The Commission of Colleges, SACS)

1. One (1) CEU is awarded for each ten (10) contact hours of instruction.
2. Non-instructional time such as refreshment breaks, introductions meals, and social events are not included.
3. To calculate the number of CEUs for a course, the number of contact minutes should be totaled and divided by 60 to arrive at the number of contact hours. Total contact hours are then divided by 10 to determine the number of CEUs. CEUs can be expressed in tenths: 17 contact hours equates to 1.7 CEUs; a 3 contact hour course converts to 0.3. Note: Some programs require attendance at every session in order to earn CE
4. Hundredths may be used to express one-half increments. For example, a program of two and one-half hours may be expressed as 0.25 CEU. Hundredths may be used to express only one-half hour segments and not any other fraction of an hour. For example, 0.28 CEU is not acceptable.
5. When the fractional part of a contact hour is at least 50 minutes ($\frac{5}{6}$ of any hour), the fractional portion may be counted as a whole hour. Any segment of an hour less than 30 minutes is not counted. Any segment between 30 and 49 minutes is counted as 30 minutes.
6. CEUs are awarded for any program at least one hour in length (one hour = 0.1 CEU).
7. Calculations of contact hours may include the following non-traditional activities in which no instructor is present after field testing has shown the amount of time required to complete the activity: supervised independent study, computer-assisted instruction, project-based assignments, field experiences, laboratory assignments, and projects.
8. Activities not included when calculating the number of contact hours are as follows: study, assigned reading, and other related activities outside the classroom or meeting schedule; business or committee activities; announcements, welcoming speeches, or organizational reports. Note: Time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating contact hours.

EXAMPLE: Accountants are attending a seminar on financial planning from 10:00am – 4:00pm. Two breaks total 40 minutes and lunch is 45 minutes. The remaining time is spent in instruction.

Total time	360 minutes
Non-instructional minutes	85 minutes
Total instructional minutes	275
Minutes divided by 60	4 hours and 35 minutes remaining
CEUs to be awarded	0.45

COLLEGE of CHARLESTON

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Non-Credit Program Application Form

The Center for Continuing Education and Professional Development
College of Charleston, North Campus
5300 International Boulevard
Building B, Suite 100
North Charleston, SC 29418

Please submit the completed form to the address above. If you have a question, email north@cofc.edu or write to the above address or call 843.760.6684.

.....DETACH.....

Non-Credit Program Application Form

Please Print, Complete All Information, and submit the form to the address above

Legal Name _____

Have you ever enrolled in the College of Charleston for credit or non-credit in the past? ____

For identification purposes only:

Date of Birth: _____ (Month/Day/Year, e.g. 11/31/1978)

Sex: ____M ____F

Are you Hispanic/Latino? Please mark one. ____ Yes ____ No

Regardless of your answer to the above question, please mark one or more races to indicate what you consider yourself to be:

_____ White	_____ Black or African American
_____ Alaska Native	_____ Asian
_____ American Indian	_____ Pacific Islander
_____ Native Hawaiian	

Program/Course Title _____

Program dates _____

Course/program cost _____

Business Address _____

Home Address _____

Telephone (office) _____ (fax) _____

Telephone (home) _____ Email address _____

Payment Information (check one):

____ Check (Payable to College of Charleston) ____ Credit card (Online payment)

For non-US citizens:

Passport type, if not a US citizen _____

Nationality/Citizenship _____ Country of birth _____ City of birth _____

Declaration of Citizenship or Legal Presence in the United States: Section 17 of the South Carolina Illegal Immigration Reform Act (H. 4400, Act 280 of 2008), enacted June 4, 2008, requires South Carolina public colleges and universities to verify the lawful presence in the United States of their students. To attend a public college or university in the state, a student must be a citizen or national of the United States or an alien lawfully present in the United States. Students are required to provide proof of lawful presence in the United States before being allowed to enroll or continue enrollment at the College. The Board of Trustees of the College of Charleston has approved a verification process to comply with the law.