

### **8.002 Continuing Education**

- (1) Continuing education is defined as non-fundable, self-supporting college credit courses or programs, non-credit professional development courses or programs designed to upgrade existing technical or professional skills, and courses that are provided primarily for personal enrichment. Continuing education courses and programs are funded in the Auxiliary budget entity, except that funds collected from sponsoring entities for sponsored credit institutes may be remitted to the university's contract and grants trust fund, pursuant to Regulation 7.008(2)(b).
- (2) The administrative unit(s) under which the continuing education program is managed shall be determined by the university.
- (3) Continuing education college credit courses shall not be in competition with, or replace, credit courses funded through the university's Educational and General (E&G) budget entity.
- (4) Admissions and graduation criteria, as well as academic standards, for degree programs offered through continuing education must align with those criteria and standards in equivalent programs funded through the E&G budget entity and must go through the same curriculum-approval processes as those E&G-funded programs.
- (5) Student full-time equivalent (FTE) enrollments calculated from college credit hours earned through continuing education shall be reported to the Board of Governors separately from student FTE funded through the E&G budget entity.
- (6) Degrees awarded for continuing education programs shall be reported to the Board of Governors separately from degrees awarded for programs funded through the E&G budget entity.
- (7) For the purpose of planning, offering, and recovering all direct costs of continuing education courses and programs, continuing education activity shall be reflected in the Auxiliary budget entity, except that activity related to sponsored credit institutes may be reflected in the contracts and grants trust fund, pursuant to Regulation 7.008(2)(b).
  - a. Costs associated with continuing education activity may not be recovered from funds appropriated in the E&G budget entity.
  - b. Universities may collect and expend revenues collected above the level needed for cost-recovery of continuing education courses in a program approved pursuant to the process for Market Rate Tuition established in Regulation 7.001.

(8) Each board of trustees shall include the following continuing education information in its annual report submitted to the Board of Governors pursuant to Regulation 2.002, beginning with the 2012-2013 annual report:

- a. For college credit courses:
  - i. Revenues;
  - ii. Expenditures for continuing education activities;
  - iii. FTE enrollment by level;
  - iv. Degrees earned;
  - v. Certificates earned; and
  - vi. Out-of-state locations in which face-to-face instruction was offered.
- b. For non-credit courses:
  - i. Revenues;
  - ii. Expenditures for continuing education activities;
  - iii. Headcount for enrollees in K-12 programs, professional and executive programs, and lifelong learning programs;
  - iv. Certificates earned; and
  - v. Out-of-state locations in which face-to-face instruction was offered.

### **8.002 Continuing Education.**

~~(1) The Chancellor shall coordinate credit and non-credit continuing education courses in all fields which the Board shall consider necessary to improve and maintain the educational standards of the State of Florida.~~

~~(2) Administration and Coordination.~~

~~(a) The Chancellor shall be responsible for coordinating, on a statewide basis, the continuing education programs of the universities. These responsibilities are:~~

- ~~1. Studies of the systemwide operation, long range planning and projections, periodic evaluations of existing programs, and research relating to continuing education and adult learning;~~
- ~~2. The approval of any credit course offerings outside of designated geographic areas and those courses which have not been approved as on-campus offerings for a particular institution.~~

~~(b) Specific responsibilities of the presidents are:~~

- ~~1. To develop rules and procedures for conducting all credit offerings in a defined geographic area and non-credit continuing education offerings.~~
- ~~2. To establish a Continuing Education Activity as part of the Auxiliary Budget Entity for the purpose of planning, offering, and recovering all costs of non-~~

credit courses. The costs of these courses may be recovered from non-E&G sources such as grants, contracts, directly from participants, and combinations of these sources. The Continuing Education Activity within the Auxiliary Budget Entity may also be used for the purpose of planning, offering, and recovering all costs of sponsored credit institutes and programs as provided by Rule 6C-7.008(1)(a). Likewise, the Auxiliary Budget Entity may be used for the recovery of any additional fees established by the president for off-campus credit courses as provided by Rule 6C-7.003(30), or for continuing education credit courses as provided by Rule 6C-8.002(2)(b)4.

3. To approve the use of auxiliary funds from the Continuing Education Activity for instructional compensation of regularly appointed faculty, or of adjunct faculty, who teach non-credit Continuing Education courses and for the recovery of Educational and General costs for providing services to Continuing Education students.

4. To approve continuing education credit courses and to establish the fees for these activities when there is a demonstrated and justified need. Such courses shall not in any way be in competition with, or replace, the regular on-campus program of Educational and General credit courses taken by degree seeking and special students. Accordingly, continuing education credit courses shall be scheduled and offered in such a way as to prevent any negative effect on any university's achievement of its legislatively funded enrollment plan. Any fees charged students for continuing education credit activities, which are higher than the normal Board approved fees for similar credit activities offered in the regular on-campus program, shall be established solely for the purpose of recovering all increased costs which result from offering these courses as continuing education activities.

5. To file with the Chancellor an annual report of all credit and non-credit activity.

(c) Enrollments in non-credit courses and in sponsored credit institutes and programs will not be funded from Educational and General (E&G) resources and will not count as part of the university's E&G enrollment plan; i.e., they do not generate E&G funded FTE. Only students whose costs for participating in these courses have been paid will be enrolled in non-credit courses or sponsored credit institutes and programs.

(3) Other Requirements Regarding Credit Activities.

(a) Courses for credit offered through the Continuing Education Activity, away from the university campuses, or through sponsored credit institutes and programs shall be accorded the same status as their counterpart courses offered on the main campus. Normally, only courses in the existing university approved curriculum shall be offered as continuing education credit courses. Modifications to this requirement shall be approved by the Chancellor, as prescribed by the Chancellor's Memorandum. The university offering such courses shall be responsible for ensuring that the faculty, support services, and physical facilities

shall be of such quality to assure full comparability of the course offered to its regular on-campus counterpart. Courses for which degree credit is offered shall meet the same standards as other regular credit courses.

(b) Each university will be responsible for serving a designated geographic area of the State. Institutional responsibilities for ensuring that services are provided shall be in accordance with the following assignments.

1. Regional Responsibilities. a. Florida A&M University—Baker County, Calhoun County, Columbia County, Dixie County, Franklin County, Gadsden County, Hamilton County, Jackson County, Jefferson County, Lafayette County, Leon County, Liberty County, Madison County, Suwannee County, Taylor County, Union County, Wakulla County.

b. University of South Florida—Charlotte County, Collier County, DeSoto County, Glades County, Hardee County, Hendry County, Hernando County, Highlands County, Hillsborough County, Lee County, Manatee County, Pasco County, Pinellas County, Polk County, Sarasota County.

c. Florida Atlantic University—Broward County, Indian River County, Martin County, Okeechobee County, Palm Beach County, St. Lucie County.

d. University of West Florida—Bay County, Escambia County, Gulf County, Holmes County, Okaloosa County, Santa Rosa County, Walton County, Washington County.

e. University of Central Florida—Brevard County, Citrus County, Flagler County, Lake County, Levy County, Marion County, Orange County, Osceola County, Seminole County, Sumter County, Volusia County.

f. Florida International University—Dade County, Monroe County.

g. University of North Florida—Alachua County, Bradford County, Clay County, Duval County, Nassau County, Putnam County, St. Johns County.

2. Statewide Responsibilities.

a. The University of Florida, Florida State University, and Florida A&M University (with reference to its historic mission) shall be responsible for providing such programs and services on their respective campuses and in their local communities. Further, they shall be responsible for providing, on a statewide basis, such programs and services which cannot be provided by the other universities. The activities of the cooperative extension service will continue to be the responsibility of the Institute of the Food and Agricultural Sciences of the University of Florida without regard to the geographical area in which those activities occur.

b. Each university with regional responsibilities may offer off-campus within its region and without prior approval any credit course which has been authorized by appropriate curriculum committees to be offered on-campus.

c. Each university may offer credit courses outside of its geographic boundaries upon appropriate approval by the Chancellor. Courses in this category will be approved only where demonstrated need warrants institutional geographic overlap.

~~d. A university which has capabilities in specific disciplines not available in any other university may offer instruction in these disciplines in any part of the State without prior approval.~~

~~(4) Correspondence Study Policies:~~

~~(a) The University of Florida shall administer the Department of Correspondence Study Program for the State University System.~~

~~(b) The Department of Correspondence Study at the University of Florida shall submit an annual report listing all activities and a fiscal statement representing the income and expenditures of the Department for the fiscal year to the Chancellor.~~

~~(5) Off-Campus Center – Each center in which off-campus credit courses are offered shall be organized and administered by one of the universities, as approved by the Board. All courses offered in a center shall carry residence credit.~~