Table of Contents

INTRODUCTION................................................................................................................................. 3

CREDIT AND NON-CREDIT PROGRAMS UNDER MANAGEMENT BY ACADEMIC PLANNING AND ACCOUNTABILITY – CONTINUING EDUCATION ........................................... 4

FTE Generating Programs .................................................................................................................. 4
Non-FTE Generating Self-Supporting Programs/Market Tuition/Sponsored Credit Programs .............. 4
Non-Credit Programs, Courses, and Certificates ................................................................................ 4

BOARD OF GOVERNORS REGULATIONS ....................................................................................... 5

Board of Governors Regulation 8.002 Continuing Education ............................................................. 5
Board of Governor’s Regulation 7.001 Tuition and Associated Fees (15) ............................................ 6
Board of Governors Regulation 7.003 Fees, Fines and Penalties ....................................................... 8
Board of Governors Regulation 7.008 Waiver of Tuition and Fees .................................................... 8

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) REQUIREMENTS FOR CONTINUING EDUCATION CREDIT OFF CAMPUS AND ONLINE PROGRAMS ........................................................................................ 8

APPENDIX I: CONTINUING EDUCATION UNITS (CEU) REQUEST FORM .......................... 9
Introduction

Florida International University has designated Academic Planning and Accountability as the administrative unit under which Continuing Education programs are managed. 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. Academic Planning and Accountability operations are primarily regulated by BOG Regulation 8.002 Continuing Education. Other BOG regulations that apply are BOG Regulations 7.001 (15) Tuition and Associated Fees and 7.003 (6) Fees, Fines and Penalties. SACS also requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of coordinating noncredit educational activities. The Senior Director/Assistant Vice President, Academic Planning and Accountability, are the designated administrative officer for the purpose of coordinating noncredit educational activities.

The University President is authorized to establish tuition/fees for Continuing Education Credit programs, with the exception of Market Rate Tuition programs as described below. The Provost is the President’s designee for this purpose. All tuition/fees can be changed on an annual basis, subject to any restrictions specified in policy.

The operations of Academic Planning and Accountability related to its oversight of Continuing Education Credit and Non-Credit programs are funded by fees collected from the revenues of Continuing Education Credit and Non-Credit programs. Fees to be collected by Academic Planning and Accountability for 15-16 are included in this handbook.

This handbook describes the policies for Colleges/Schools to follow in establishing and operating Continuing Education Credit and Non-Credit programs/courses. This handbook will be updated annually\(^1\) to keep current with policies enacted and updated by the University, Board of Trustees, and Board of Governors.

\(^1\) Last update September 28, 2015
Credit and Non-Credit Programs under Management by Academic Planning and Accountability – Continuing Education

**FTE Generating Programs**

**Authorization:**
Prior to 2009, a set of new degree programs that produced fundable student credit hours were initiated with fees in addition to regular state tuition in accordance with regulations in place at the time. For these programs, the “plus fee” is treated in the same way as fees generated by Self-Supporting Programs.

Academic Planning and Accountability has oversight for all off-campus credit programs that generate fundable credit hours. Under new regulations, only off-campus programs with fundable student credit hours can have fees added to tuition under BOG Regulation 7.003 (6).

**Non-FTE Generating Self-Supporting Programs/Market Tuition/Sponsored Credit Programs**

**Authorization:**
Self-Supporting programs and Market Tuition programs consist of Continuing Education Credit programs offered to individual students that do not generate fundable student credit hours. They are authorized under BOG Regulation 8.002.

A Sponsored Credit Program consists of instruction for academic credit provided by the University but sponsored by an external institution. The credit instruction may range from a regular course or program found in the curriculum to a special course or program developed or approved by the University to meet the unique needs of the sponsor. Such credit instruction does not generate fundable student credit hours.

**Non-Credit Programs, Courses, and Certificates**

**Authorization:**
Academic Planning and Accountability has been designated as the administrative unit under which non-credit programs, courses, and certificates are managed. Authority for offering non-credit programs, courses, and certificates under the auspices of and carrying the name of Florida International University comes from BOG Regulation 8.002. SACS requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of coordinating noncredit educational activities. The Senior Director/Assistant Vice President, Academic Planning and Accountability, are this designated administrative officer.
Board of Governors Regulations

Board of Governors Regulation 8.002 Continuing Education

a) 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).

b) The administrative unit(s) under which the continuing education program is managed shall be determined by the university.

c) Continuing education college credit courses shall not supplant existing university offerings funded by state appropriations.

d) 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.

e) 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.

f) 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.

g) 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).
   1) Costs associated with continuing education activity may not be recovered from funds appropriated in the E&G budget entity.
   2) 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.
h) 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:

1) For college credit courses:
   a. Revenues
   b. Expenditures for continuing education activities
   c. FTE enrollment by level
   d. Degrees earned
   e. Certificates earned
   f. Out-of-state locations in which face-to-face instruction was offered

2) For non-credit courses
   a. Revenues
   b. Expenditures for continuing education activities
   c. Headcount for enrollees in K-12 programs, professional and executive programs, and lifelong learning programs
   d. Certificates earned
   e. Out-of-state locations in which face-to-face instruction was offered

Board of Governor’s Regulation 7.001 Tuition and Associated Fees (15)

A university board of trustees may submit a proposal for market tuition rates for graduate-level courses offered online or through the university’s continuing education unit when such courses constitute an approved degree program or college credit certificate program. Proposals shall be submitted to the budget committee for consideration by the committee during a November meeting.

a) Proposals to charge market tuition rates for degree programs and college credit certificate programs shall be considered by the Board only if documentation is provided that demonstrates:
   1) The programs have been approved in accordance with Regulation 8.011 and have established one or more separate market tuition rate student cohorts, each of which can be tracked for administrative and reporting purposes.
   2) The programs do not lead to initial licensing or certification for occupational areas identified as state critical workforce need in the State University System of Florida Strategic Plan, 2005-2013, Areas of Programmatic Strategic Emphasis, as amended in 2009. A university may request establishment of market tuition rates for such programs for non-residents if such programs do not adversely impact development of other programs for Florida residents. A university, upon a written request for a special exception from the Chancellor, may submit a proposal for market tuition rate for a program leading to initial licensing or certification in a state critical workforce need area if it can be demonstrated to increase the number of graduates in the state.
   3) The program admission and graduation requirements shall be the same as similar programs funded by state appropriations.

b) If approved by the Board, the university shall operate these programs for a pilot period in order to collect sufficient information to determine the merit and success of market tuition rate courses. During the pilot period, the Board shall approve no more than five new graduate-level degree programs or college credit certificate program proposals per academic year. After three years, the university shall present its findings to the Board budget committee. The university findings shall include, but not be limited to, program enrollments, degrees produced, and enrollments in similar state funded programs. The budget committee will then make any appropriate recommendations to the Board for changes of market tuition rates programs.
c) The proposal for market tuition rate programs shall be submitted in a format designated by the Chancellor and include at a minimum:

1) A description of the program and its compliance with the requirements outlined in (15)(a).
2) An explanation of the process used to determine the market tuition rate and the tuition at similar programs from at least five other institutions, including both private and public.
3) A description of similar programs offered by other state university system institutions.
4) An estimate of the market tuition rate to be charged over the next three years. Any annual increase shall be no more than 15 percent over the preceding year.
5) A description of how offering the proposed program at market tuition rate is aligned with the mission of the university.
6) An explanation and declaratory statement that offering the proposed program at market tuition rate does not increase the state's fiscal liability or obligation.
7) An explanation of any differentiation in rate between resident and non-resident students paying market tuition rate.
8) An explanation of any proposed restrictions, limitations, or conditions to be placed on the program.
9) A description of any outcome measures that will be used to determine the success of the proposal.
10) In addition, the following information will be included with the proposal:

   a) An explanation of how the university will ensure that sufficient courses are available to meet student demand and facilitate completion of each program submitted for consideration.
   b) A baseline of current enrollments, including a breakout of resident and nonresident enrollment, in similar state-funded courses.
   c) An estimation of the economic impact that implementation of the proposal will have on the university and the student by identifying the incremental revenue the university anticipates collecting if the proposal is approved.
   d) A description of how revenues will be spent, including whether any private vendors will be utilized, and which budget entity the funds will be budgeted.

d) The Board of Governors will act upon the budget committee recommendation at the next scheduled meeting. If a university board of trustees’ proposal is denied, within five days, the university board of trustees may request reconsideration by the Board’s Tuition Appeals Committee, which shall consist of the Chair of the Board and the Chair of each Board committee. The Tuition Appeals Committee will meet within ten days after the Board of Governors’ denial to consider a university board of trustees request for reconsideration.

e) If a university charges a market tuition rate for a course within an approved program, preference shall be given to Florida residents in the admission process for similar state funded programs.

f) Enrollments and degrees granted in-market tuition rate program cohorts shall be reported in a manner to be determined by the Chancellor.

g) Credit hours generated by courses in market tuition rate program cohorts shall not be reported as fundable credit hours and all costs shall be recouped within the market tuition rate.

h) Programs and associated courses approved for market tuition rate shall not supplant existing university offerings funded by state appropriations.

   1) Each university approved to offer market tuition rates shall provide an annual status report in a format designated by the Chancellor.
Board of Governors Regulation 7.003 Fees, Fines and Penalties

a) Off-Campus Educational Activities
   1) As used herein, "off-campus" refers to locations other than state-funded main campuses, branch campuses, or centers. Each university board of trustees is authorized to establish fees for state fundable off-campus course offerings when the location results in specific, identifiable increased costs to the university. These fees will be in addition to the tuition and associated fees charged to students enrolling in these courses on campus. The additional fees charged are for the purpose of recovering the increased costs resulting from off-campus vis-à-vis on-campus offerings. The university shall budget the fees collected for these courses to the Student and Other Fee Trust Funds. Each university shall use the additional fees collected to cover the increased cost of these courses and reimburse the appropriate Educational and General Fund or other appropriate fund if the costs are incurred in other than Educational and General Funds.

Board of Governors Regulation 7.008 Waiver of Tuition and Fees

a) Each university board of trustees is authorized to waive tuition, nonresident tuition and associated fees for purposes that support and enhance the mission of the university. All tuition, nonresident tuition and associated fees waived must be based on regulations that are adopted by the university board of trustees and where applicable, consistent with regulations adopted by the Board of Governors.

b) Sponsored Credit Institutes and Programs – Each university board of trustees is authorized to waive tuition, associated fees and material and supply fees for participants in sponsored credit institutes and programs.
   1) Sponsored credit institutes and programs are entities where substantially all the direct costs are paid by the external sponsoring entity, where there is no direct expenditure of Educational and General funds for the conduct of the programs, and where no fees or other assessments are collected from students by the sponsoring entity, the university, or any other entity.
   2) In determining whether the direct costs are paid by the sponsoring entity, funds paid directly to the participants in a form such as, but not limited to, stipends, travel or book allowances should not be taken into account. "Direct costs" refer to the costs associated with the instruction or training which a participant receives. All funds collected from sponsoring entities for sponsored credit institutes will be remitted to the university's contract and grants trust fund and/or auxiliary trust funds.
   3) Funds collected from courses offered through continuing education should be budgeted in the Auxiliary Trust Fund.
   4) Neither the number of participants nor student credit hours in these institutes and programs may be counted for state funding purposes.
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Requirements for Continuing Education Credit Off Campus and Online Programs

1) Approval of a new off-campus site or a new online degree program requires several steps (notification and submission of a full prospectus that would need to be mailed six months prior to implementation). See Substantive Change policy apa.fiu.edu.

2) Additional programs launched at SACSCOC approved sites (e.g. FIU I-75, FIU Downtown on Brickell, etc.) require prior notification to SACSCOC.

3) All cohort programs taught in a different delivery (online or off-campus) require separate tracking of student learning and program outcomes, including completion rates, success on certification exams, job placement, etc.

4) At least 60 percent of courses taught in different delivery (online or off-campus) must be taught by full-time faculty;

5) There must be adequate support services for students and these must be evaluated for continuous improvement.

6) In terms of new off-campus and off-shore programs, there is the possibility of SACSCOC visit(s). The units must budget for expenses related to the visit(s). Check with the Office of Academic Planning and Accountability for cost estimates.
Appendix I:
CONTINUING EDUCATION UNITS (CEU) REQUEST FORM

Continuing Education Units

A Continuing Education Unit (CEU) is defined as ten contact hours of participation in a Florida International University (FIU) recognized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

The number of CEUs is determined and approved by the director of Academic Planning and Accountability’s Continuing and Professional Education (CPE) unit, upon recommendation by the program director. The application fee for the review and awarding of CEUs to a program is $250 per program. The fee per program participant CEUs are requested for is $50. The fee includes issuing the certificate and maintenance of a transcript through Academic Planning and Accountability.

Please complete the following form and submit via e-mail, fax, or in person to:

Continuing Education Manager
11200 SW 8th Street
MARC 251
Miami, FL 33199
Email: continue@fiu.edu
Phone: (305) 348-9029 - Fax: (305) 348-1755

Program Title: __________________________________________________________

Target Audience: _______________________________________________________

Academic Sponsor: _____________________________________________________

Co-Sponsor (if any): ____________________________________________________

Program Contact: ______________________________________________________

The following information must accompany this CEU application form. Please request the forms from the CE office.

1. CEU Analysis Reporting Spreadsheet
2. Program Schedule including dates and times (provide brochure, flyer, or attachment)
3. Instructor/Presenter’s Resume or Vita
4. Course syllabus with session descriptions
5. Guidelines for institutional program evaluation

_____________________________  ______________________
Academic Sponsor Signature     Date

_____________________________  ______________________
Approval Recommended:         Academic Planning and Accountability Signature     Date