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| <b>ADMINISTRATIVE DIVISION ACAF</b><br>Academic Affairs                                    | <b>POLICY NUMBER</b><br>ACAF 1.70                     |
| <b>POLICY TITLE</b><br>Continuing Education Activity                                       |                                                       |
| <b>SCOPE OF POLICY</b><br>USC Columbia and Palmetto College<br>Campuses                    | <b>DATE OF REVISION</b><br>August 11, 2025            |
| <b>RESPONSIBLE OFFICER</b><br>Executive Vice President for Academic<br>Affairs and Provost | <b>ADMINISTRATIVE OFFICE</b><br>Office of the Provost |

## PURPOSE

The University of South Carolina supports and engages in significant continuing education activity. This policy, along with [ACAF 1.71 Noncredit Certificate Programs](#) and [ACAF 1.72 Continuing Education Units](#), document the relationship to the university's mission, audiences served, and ongoing program evaluation.

## DEFINITIONS

**Continuing education activity:** Programs seeking to provide personal learning enrichment, improve work related skills, support community or economic development, or encourage civic engagement are recognized as a continuing education activity. Programs may be delivered synchronously or asynchronously. Formats may include, but are not limited to: classroom instruction, online learning, workshops, conferences, seminars, and other structured educational events.

**CEU:** Continuing education unit

## POLICY STATEMENT

Continuing education activity incorporates and documents all educationally based outreach programs offered or hosted by the university. It may, but need not, confer recognition of successful completion through the issuance of CEUs. It allows for recording of all forms of the university's continuing education effort.

Activities may include, but are not limited to: computer training, in-service training for teachers, health worker training, certification, licensure, or accreditation maintenance, professional education programs, non-credit certificate programs, travel-study programs, educationally based youth programs, or other programs for youth or adults that are designed to enrich, enlighten, or inform the participant. Any program that provides documentation of recognition for licensing bodies, professional associations, or other professional organizations must also be included.

## **PROCEDURES**

### **A. Administrative Responsibility and Oversight**

The Office of the Provost is responsible for offering credit and noncredit programs and has oversight of Continuing Education and Conferences (CEC). CEC serves in the capacity of a clearinghouse and record repository for continuing education activity and provides appropriate reporting to the Office of Institutional Research, Assessment, and Analytics. All continuing education activity, regardless of type, must be documented and reported to CEC. The office also works with off-campus entities wishing to issue university CEUs.

1. Operational functions include field contacts with prospective continuing education clients, continuing education needs assessment surveys, continuing education market research, documentation of noncredit course curricula and qualification of instructional personnel. Moreover, maintenance of course completion records, publication of course and program offerings, development and utilization of course evaluation instruments, and the development of mechanisms and procedures aimed at achieving and maintaining high quality in the continuing education offerings of the university are important responsibilities within the division.
2. CEC may assist with registration, program development, publicity, and all other aspects of program implementation as required or requested. Departments are encouraged to identify instructional needs and explore possible activities in coordination with CEC. Programs collecting participant, exhibitor, and/or sponsorship fees, must comply with policy [ACAF 1.73 Conference Related Activities](#).

### **B. Program Approval**

Noncredit continuing education activities require the review and approval of department chairs and deans, who are responsible for ensuring the quality of program content, qualification of instructional personnel, and compliance with university policy.

1. Noncredit programs are not subject to faculty review or to the requirements that apply to credit courses; however noncredit activities require review and approval of department chairs and deans prior to submission to CEC.
2. State funds may not be used to provide noncredit instruction, and noncredit programs must be self-supporting. Program sponsors are responsible for ensuring all program expenses are covered by participant fees or other appropriate funding sources.
3. Agreements developed for noncredit continuing education shall include specification of intellectual property rights for program content and/or curriculum, pursuant to policy [ACAF 1.33 Intellectual Property](#).
4. CEC may determine whether a program is duplicative of an existing program or impinges on the programming authority of an existing continuing education activity or CEU.
  - a. When disputes arise over programming authority, the units involved are encouraged to reach an agreement on responsibility for specific offerings. If the units do not reach agreement among themselves, CEC administration will review the conflict and make recommendations to the Provost who exercises final authority in the matter.

### **C. Reporting**

1. Academic departments and business units wishing to offer continuing education activity must provide advance notification to CEC of their intent and must provide detailed support documentation. Documentation should include evidence of:
  - a. a needs assessment or statement of need, documenting the reason why the program or activity should be provided;
  - b. alignment with the university's mission;
  - c. qualification of instructor(s);
  - d. adequate and appropriate location and facilities or delivery method;
  - e. the participants' ability to engage in program evaluation.
2. Post event documentation to be provided within fourteen days of event completion includes:
  - a. Summary of participants.
3. Additional information may be required in support of programs determined to be subject to [ACAF 1.72 Continuing Education Units](#).

### **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[ACAF 1.33 Intellectual Property Policy](#)

[ACAF 1.71 Noncredit Certificate Programs](#)

[ACAF 1.72 Continuing Education Units](#)

[ACAF 1.73 Conference Related Activities](#)

[UNIV 4.00 Programs Involving Minors](#)

### **HISTORY OF REVISIONS**

| <b>DATE OF REVISION</b> | <b>REASON FOR REVISION</b>                                                                    |
|-------------------------|-----------------------------------------------------------------------------------------------|
| December 1, 2005        | New policy approval                                                                           |
| December 1, 2014        | Non-substantive revisions to update unit and departmental name changes due to reorganization. |
| August 8, 2022          | Updated to standard template.                                                                 |
| August 11, 2025         | Updated formatting and refined language to better align content.                              |