



Memorandum

January 11, 2012

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EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR
COLLEGE OF ARTS AND SCIENCES

To: College of Arts and Sciences Department Chairs and Program Directors

From: Mary Anne Fitzpatrick 

Re: Continuing Education (Non-Credit) Activity

The University of South Carolina's non-credit continuing education policies have been recently revised to improve policy clarification, assist the University with relevant data collection, and ensure compliance with SACS comprehensive standard 3.4.2. The new policy requires that all continuing education activity be reported through the Office of Continuing Education and Conferences. This includes both continuing education activity as defined by ACAF 1.70 and Continuing Education Units as defined by ACAF 1.72.

Continuing Education (Non-Credit) Activity

Examples of continuing education (non-credit) activity include workshops, conferences, seminars, training programs, professional or executive education, short courses, and other structured educational experiences greater than five hours in length, where no CEUs are issued.

Per ACAF 1.70, all continuing education (non-credit) activities greater than five hours in length must be reported to the Office of Continuing Education and Conferences within fourteen (14) days of the conclusion of the program. Reports may be submitted on the website for Continuing Education Activity at <http://saeu.sc.edu/ceactivity>. Required information includes name of College and department, program, center, institute, or school; name, telephone, and email address of primary contact person; title of the offered program; beginning and ending dates; number of presentation hours; and number of participants.

Continuing Education Units (CEUs)

Any unit wishing to offer CEUs must receive *prior* approval from the Office of Continuing Education and Conferences in the Division of System Affairs and Extended University. CEU programs must comply with all provisions of ACAF 1.72.

Department chairs and program directors are asked to forward this memorandum to all faculty and staff in their units and to ensure compliance with University policies ACAF 1.70 and 1.72. If you need additional information, please contact Mary Ann Byrnes, Assistant Dean for Administration, 777-5371 or byrnes@sc.edu