



Revision Responsibility: Vice President for Williamson Campus and External Services
Responsible Executive Officer: Vice President for Williamson Campus and External Services

Source/Reference: [TBR Policy 2:01:00:03](#)

PURPOSE

To assign responsibility for the development, coordination, monitoring, and reporting of non-credit activities.

POLICY

- I. The Center for Workforce and Continuing Education (WCE) has administrative responsibility for: (a) courses and other activities involving the Continuing Education Unit (CEU activities); (b) noncredit training for business, industry, and government; and (c) personal enrichment classes and camps.
- II. Upon request by other departments, the WCE may provide administrative and/or marketing support for degree programs, conferences, and other activities where it does not have administrative responsibility.

PROCEDURES

- I. The WCE will perform course scheduling, instructor selection and confirmation, contract preparation, marketing, registration, record keeping, and CEU management for activities where it has administrative responsibility.
- II. The WCE will award the CEU in accordance with relevant SACSCOC criteria and guidelines published by the International Association for Continuing Education and Training (IACET).
- III. The WCE will accept fee payments, issue receipts, and initiate fee refunds for activities where it has administrative responsibility.
- IV. The WCE will initiate fee refunds if a course is canceled or at the discretion of the Director of WCE. The WCE will not initiate fee refunds after the first meeting of a course.
- V. The WCE will respond to requests from other departments for administrative and/or marketing support on a case-by-case basis. The Director of WCE, in coordination with the requesting department, will determine the level and type of WCE participation.



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- VI. The WCE will gather and report data as required or requested by internal and external constituents.
- VII. The WCE will develop and maintain community relationships by identifying, developing, offering, and maintaining non-credit educational programs and services.

Revised: December 1988; July 28, 1997 (title updates only); September 27, 1999 (to reflect revised organizational structure and new policy format); July 27, 2004 (to reassign policy to the vice president for planning and development); August 3, 2011 (titles and reports to executive vice president-provost updated); September 12, 2011 (new policy format and updated titles); Revised January 2019; Reviewed/accepted by Cabinet, approved and signed by the President April 2021.