

Revision Responsibility: Dean of Extended Services and Williamson Campus
Responsible Executive Officer: Executive Vice President - Provost

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

PURPOSE

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

POLICY

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

PROCEDURES

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

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)