

SUBJECT: COURSES AND WORKSHOPS OFFERED THROUGH EXTENDED PROGRAMS

I. Policies and Responsibilities:

A. Office of Extended Programs

1. The Office of Extended Programs coordinates all workshops, educational programs, training programs, and community service programs that are not supported by appropriated funds.
2. The Office of Extended Programs coordinates all off-campus programs and courses.
3. The Extended Programs staff will work closely with the Divisions to coordinate course and program offerings.
4. The Extended Programs office serves as a central clearinghouse for information on courses and programs not supported by appropriated funds.
5. Extended Programs staff will perform the following functions:
 - identifying needs
 - locating instructors
 - establishing fees
 - acquiring materials
 - advising part-time students (usually general in nature and off-campus)
 - registering students
 - arranging facilities
 - publicizing programs
 - generating payroll documents
 - coordinating student records
 - referring students to on-campus advisors
 - establishing and using appropriate technology or media delivery

B. Divisions and Division Chairs

1. Student credit hours generated through Extended Programs offerings accrue to the appropriated subject areas. Extended Programs offerings are, consequently, an integral part of Division offerings.
2. The Divisions are responsible for developing and establishing courses, workshops, and programs to meet the needs of students identified by the division faculty or by Extended Programs staff.
3. The appropriate division is responsible for monitoring and maintaining the quality of all course offerings listed under a Division subject number.

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II. Procedures

A. On-Campus Academic Courses

1. Courses generated by division
 - a. Division chair submits division course offering draft revised form to Provost/Academic Vice-President for approval.
 - b. Provost/Academic Vice-President forwards approved division course offering draft to Registrar's office.
2. Courses proposed by Extended Programs office
 - a. Extended Programs Office submits course approval form to division chair.
 - b. Division chair forwards approved course approval form to Associate Vice-President for Extended Programs.
 - c. Associate Vice-President for Extended Programs forwards approved course approval form to Controller's Office, then Registrar's Office.
 - d. Resumes and transcripts for new part-time faculty must accompany course approval form.
3. Off-campus academic courses
 - a. Extended Programs Office identifies and recruits instructors.
 - b. Extended Programs Office submits instructor credentials to appropriate division chair.
 - c. Extended Programs Office submits course approval form to Division chair.
 - d. Division chair forwards approved course approval form to Associate Vice-President for Extended Programs.
 - e. Associate Vice-President for Extended Programs forwards approved course approval form to Controller's Office, then Registrar's Office.

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4. Non-credit workshops and classes
 - a. Registration
 1. Registration for Extended Programs classes will be conducted through the Extended Programs Office.
 2. Extended Programs staff will register students through a regular registration process.
 3. Extended Programs staff will provide instructor with a paid list no later than the third class meeting.
 4. Extended Programs will generate class lists for all Extended Programs instructors.
 - b. Instructor
 1. The instructor will identify non-paid students, record their names and addresses, and instruct them to register at the Extended Programs Office.
 2. The instructor will conduct student evaluations of courses and workshops on forms provided by Extended Programs.
 3. The instructor will follow accepted syllabus for courses and workshops.
 - c. Refund Policy
 1. To receive a refund, students must notify Extended Programs prior to the start of a class or workshop. All refunds will be less an administrative cost.
 2. For workshops and short courses no refunds will be given after the first class meeting or for one-day workshops
 - d. Instructor Compensation
 1. Each instructor for a Extended Programs class or short course will receive a contract specifying compensation arrangements.
 2. Individual contract terms for instructors may differ depending on circumstances.