
Curricular Review Procedures for Extended Education

- I. 800 level courses: offers professional credit in a given field. It is non-academic credit and does not apply towards a degree.
- A. Courses submitted to the Division will be screened by the Program Administrators and/or the Director to determine whether the course is appropriate for offering through the University Extension Program.
- B. Courses deemed appropriate for inclusion in the Extension Program will be sent to the appropriate Dean and Chair, along with content outline and resume of the instructor for departmental consultation and for review and comments.
- C. Extended Education, in consultation with the School, will assign an appropriate course number.
- D. Course proposal requests shall be sent to the Dean and Department Chair a minimum of 20 working days before the Bulletin goes to press.
- E. Course proposal forms must be returned to Extended Education within 20 working days for the comments to be considered before making a decision to proceed.
- II. 900 level (CEU): Continuing Education Units are a nationally recognized measure of non-credit professionally relevant training. They are used by a variety of professional licensing boards for re-licensure requirements. Course proposal procedures for CEUs will follow steps I-A through E with the exception of real estate courses, which are approved by the Chancellor's Office.

- III Degree credit (not part of the External Degree programs or Certificates) would follow the same procedure except I-C. The appropriate department, Dean, Chair, and curriculum committee will approve the course(s) and assign degree applicable course numbers.
- IV Certificate Programs: Would follow the regular curricular review process. Ongoing previously approved Certificates would require additional review when there are changes in courses (addition, deletion, modification).
- V. External Degree programs follow the regular curricular review process.
- VI Non-credit courses are for such things as personal growth and include such topics as preparation for test-taking. Courses and instructors are approved by the Director of Extended Education*. If the course falls into the subject area of a particular department, the Chair of that department and appropriate Dean are to be consulted.
- VII. Summer Session: Special offerings during summer session follow the procedures outlined above.

***Current title is Dean of Extended Education**