

# UC Davis Policy and Procedure Manual

## Chapter 210, Instruction

### Section 16, Continuing Education

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Responsible Department: University Extension

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#### I. Purpose

This section outlines policy regarding planning and administration of continuing education programs sponsored by the University.

#### II. Policy

- A. University Extension shall be responsible for programming and administering all continuing education programs.
- B. Continuing education programs are defined as those educational activities (such as classes, lecture series, conferences, workshops, seminars, short courses, correspondence courses, and community education and development programs), whether for credit or noncredit, offered by the University of California to persons other than students formally registered in the University's degree programs or participants in intern and resident programs and other such regular campus programs as designated by the Chancellor.
  - 1. Programs or activities will be considered as falling within this definition if:
    - a. The event is of an educational nature;
    - b. It is reasonable to assume that 10% or more of the participants will not be regularly enrolled University of California students; and
    - c. The event will utilize University facilities, or the event is sponsored by a University of California academic or administrative department or a University-affiliated group.
  - 2. Specifically exempted from this definition are:
    - a. Regular Summer Sessions programs.
    - b. Programs designed by Cooperative Extension for which no credit is given.
    - c. Cultural events and public lectures sponsored and administered by the Mondavi Center, and productions of the Department of Theatre and Dance.
    - d. Cultural events and public lectures sponsored and administered by a campus research or instructional unit for which no credit is given or fees are charged.
    - e. Meetings of learned societies hosted by instructional units.
    - f. Training programs for University staff.

#### III. Procedures

- A. Co-sponsorship of programs with University Extension
  - 1. Sponsors of a program falling within the definition in II.B, above, are required to cosponsor the program with University Extension. The Dean of University Extension must be contacted early in the planning stages. In a situation involving a dispute about co-sponsorship, the matter may be referred to the Provost & Executive Vice Chancellor for resolution.
  - 2. University Extension may provide the following services in planning and presenting the cosponsored activity:

- a. Determining the most effective format for the program.
  - b. Arranging for appropriate facilities.
  - c. Obtaining review and approval of academic departments and the Academic Senate Committee on Courses of Instruction, when appropriate.
  - d. Arranging for program publicity.
  - e. Establishing fees that fully reimburse the University for its costs in accordance with University and campus policies.
  - f. Ensuring adherence to all campus and University policies, including those on prohibiting the expenditure of State funds for continuing education programs and on overload compensation for academic appointees who teach continuing education courses.
  - g. Handling fee collections and deposits.
  - h. Maintaining records of attendance and grades.
3. A charge is assessed to cover the costs of University Extension's involvement in programs cosponsored with departments and groups.
- B. Grant proposals with continuing education component
- Grant proposals that involve training or education activities within the definition in II.B, above, shall be coordinated with the Dean of University Extension early in the draft stages and shall be approved by the Dean before the proposal is submitted to the granting agency.

#### **IV. Further Information**

Additional information is available from [University Extension](#), UCDEDeansOffice@ucde.ucdavis.edu.