

6C7-2.017 Non-Credit Programs.

(1) Policy Statement.

(a) The university cooperates in presenting a variety of non-credit educational programs. These are identified as conferences, institutes, seminars, discussion groups, short courses, workshops, clinics, etc. Proposals for these educational programs may come from faculty, staff, business leaders, school teachers, or other professional persons and organizations.

(b) These programs may be scheduled on the main campus of the university, or downtown Orlando, and other off-campus locations, depending upon space requirements and space availability, particular requirements of the group to be served and other determining factors. The following policies and procedures have been developed so that each kind of educational program may be channeled properly.

(c) Sponsored educational program developed independently by professional associations not connected with the university.

1. The sponsoring association must submit the request in writing for the educational program to the Office of Continuing Education.

2. The Office of Continuing Education, after conferring with appropriate university personnel, will then approve or disapprove the request. Disapproval may be necessary due to conflicting dates, lack of facilities, inadequate facilities, size of group, etc.

3. If the educational program is approved and space is provided, all program details will be the responsibility of the association. However, all details relating to the program must be submitted to the Office of Continuing Education as they are developed, to be certain that the proper university officials are fully informed.

4. Approved programs will be assigned to a conference coordinator on the staff of the Office of Continuing Education. The coordinator will handle all program details in cooperation with the academic and other representatives designated.

5. The Office of Continuing Education will establish fees and pay expenses of the program, if these are a necessary part of the conference.

(d) Educational programs developed by the university for professional associations, groups, and individuals in cooperation with the university administration, faculty, and staff.

1. The implementation of this type of program is a joint effort of the Office of Continuing Education, representatives of the cooperating associations or groups.

2. The request for a program of this type may originate with a university administrator, faculty member, or staff member, or by direct request from a professional association, group, or individual.

3. If the request is initiated by a faculty member, he must secure the approval of (1) his department chairman, and (2) his dean.

4. The request should then be forwarded to the Office of Continuing Education for approval.

5. Approved programs will be assigned to a conference coordinator on the staff of the Office of Continuing Education. The coordinator will handle all program details in cooperation with the academic and other representatives designated.

6. The Office of Continuing Education will establish fees and pay expenses of the program, if these are a necessary part of the conference.

(e) Educational programs designed primarily for public or private school and college students, sponsored by a department within the university.

1. Educational programs designed primarily for public or private school and college students, sponsored by a department within the university should be channeled through the administrative route as indicated in (d)3. and submitted to the Office of Continuing Education for approval. The department sponsoring the program will handle all details for the program and will be responsible for keeping the Office of Continuing Education informed.

2. The Office of Continuing Education will establish fees and pay expenses of the program, if these are a necessary part of the conference.

(f) Educational programs sponsored by UCF student groups in cooperation with their advisors.

1. Educational programs designed by and for UCF student groups, or for their counterparts in other institutions, should follow the procedures outlined immediately above, except that prior approval must come from the Vice President for Student Affairs. The student group and advisor will be responsible for all program details, including keeping the Office of Continuing Education informed.

2. The Office of Continuing Education will establish fees and pay expenses of the program, if these are a necessary part of the conference.

(2) Meetings by Invitation. If a faculty or administrative staff member invites a group to campus for a meeting which relates to on-going campus activities, arrangements must be made directly with the university space

coordinator, and all details will be handled by the sponsoring faculty or administrative staff member. The Office of Continuing Education shall be informed by memorandum.

(3) Compatibility of Programs. All programs approved in the aforementioned instances and others must be based upon compatibility with the educational aims and objectives of the university, and should provide learning experiences of the highest quality.

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