

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedures for Obtaining Approval for Offering Continuing Education Courses	<u>Number</u> 209
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish procedures to obtain approval for Continuing Education (CEU) courses.

**II. Procedure**

**A. New Recreation and Leisure or Lifelong Learning Course Request**

1. Coordinator, Continuing Education, initiates course/section request form and course syllabus/outline proposal form.
2. Coordinator, Continuing Education, forwards course/section request form and course syllabus/outline proposal form for approval to the Dean, Workforce Education and Vocational Support.
3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
4. The Dean, Workforce Education and Vocational Support, initiates a memorandum for the approval of the course/section request form and forwards it to the Vice President, Academic and Student Affairs, for approval.
5. If approved by the Vice President, Academic and Student Affairs, the request is forwarded to the President for approval.
6. The Dean, Workforce Education and Vocational Support, forwards the original of the course/section request form to the Dean, Baccalaureate Studies and Academic Support.
7. Upon receiving the approved memorandum, the Dean, Baccalaureate Studies and Academic Support, assigns a course number to the course/section request form.
8. Dean, Baccalaureate Studies and Academic Support, then forwards a copy of the approved memorandum with the new course number noted on it to the Bursar's Office, Coordinator, Continuing Education, and Admissions/Registrar Specialist in the Admissions/Registration Office.
9. Dean, Baccalaureate Studies and Academic Support, forwards the course/section request form with course number noted to the Admissions/Registrar Specialist in the Admissions/Registration Office.
10. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
11. Twice a year the Dean, Workforce Education and Vocational Support, compiles a memorandum to the Board of Trustees summarizing the President's Approval memorandums for that period of time.

- B. Existing Recreation and Leisure or Lifelong Learning Course Request (with no fee changes)
1. Coordinator initiates course/section request form.
  2. Coordinator forwards course/section request form for approval to the Dean, Workforce Education and Vocational Support.
  3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
  4. The Dean, Workforce Education and Vocational Support, forwards the original of the course/section request form to the Admissions/Registrar Specialist in the Admissions/Registration Office.
  5. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
- C. Existing Recreation and Leisure or Lifelong Learning Course Request (with fee changes)
1. Coordinator initiates course/section request form.
  2. Coordinator forwards course/section request form for approval to the Dean, Workforce Education and Vocational Support.
  3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
  4. The Dean, Workforce Education and Vocational Support, initiates an approval memorandum for the course/section request form and forwards it to the Office of the Vice President, Academic and Student Affairs, for approval.
  5. If approved by the Vice President, Academic and Student Affairs, the request is forwarded to the President for approval.
  6. Dean, Baccalaureate Studies and Academic Support, then forwards a copy of the approved memorandum with the new course number noted on it to the Bursar's Office, Coordinator, Continuing Education, and Admissions/Registrar Specialist in the Admissions/Registration Office.
  7. Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
  8. Twice a year the Dean, Workforce Education and Vocational Support, compiles a memorandum to the Board summarizing the President's Approval memorandums for that period of time.
- D. The Human Resources Department maintains employment documentation.
1. Coordinator initiates electronic load sheet for instructor(s).
  2. Coordinator obtains appropriate signatures for electronic load sheet.
  3. Coordinator approves electronic load sheet and maintains documentation in his or her office.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017

