

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

Procedure Title:	Procedures for Obtaining Approval for Offering Continuing Workforce Education	<u>Number</u> 222
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 3

**I. Purpose**

To outline a procedure for obtaining approval for offering continuing workforce education courses.

**II. Procedure**

A. New Continuing Workforce Education Request (with lab or other fees less than \$500)

1. Coordinator, Continuing Workforce 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, Continuing 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 Admission/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. Quarterly, the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development will prepare a list of the courses to send to the Vice President, Business Affairs, to report to the Board of Trustees as an information item.

- B. New Continuing Workforce Education Request (with lab or other fees \$500 or over)  
New courses with lab or other fees \$500 and over must have formal Board approval. In case of insufficient time to meet deadlines for submitting documents for approval at the next Board meeting, the president may approve the request with this action ratified by the Board at the next available Board meeting.
1. Coordinator initiates Course/Section Request Form accompanied by course syllabus/outline proposal 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. The 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.
- C. Existing Corporate Services/Workforce and Economic Development 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.
- D. Existing Corporate Services/Workforce and Economic Development Course Request (with fee change \$500 or under)
1. A section request form is initiated by training coordinator or department head.
  2. Signature for approvals of section request form is obtained in the following order: department head/coordinator, dean/appropriate administrator, and Director, Corporate Services/Workforce and Economic Development.

3. Course/Section Request Form is returned to the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development to prepare a memorandum from the Director to the President requesting approval of the fee change.
  4. The approval memorandum is returned to the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development who will then send a copy of the approval memorandum and the section request to the Data Scheduling Specialist in the Admissions Registration Office who will assign a section number.
  5. The Senior Administrative Secretary for Corporate Services/Workforce and Economic Development also will forward a copy of the approval memorandum to the Bursar’s Office for fee verification.
  6. Quarterly, the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development will list the courses with changes on a memorandum from the Director to the Vice President, Business Affairs, to report to the Board as an information item.  
Note: Board/President approval is not required for new vocational supplemental course section requests with no lab or other fees.
- E. Existing Corporate Services/Workforce and Economic Development Course Request (with fee change over \$500).
1. Coordinator initiates a 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. The 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.

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