

Metropolitan State University of Denver Noncredit Continuing Education Course Guidelines, effective November 2017

I. INTRODUCTION

This document outlines the guidelines and processes to be followed to create noncredit continuing education courses and certificates at Metropolitan State University of Denver. For questions, please contact Innovative and Lifelong Learning at 303-721-1313.

II. GOALS FOR NONCREDIT CONTINUING EDUCATION COURSES OFFERED THROUGH METROPOLITAN STATE UNIVERSITY OF DENVER

Noncredit continuing education courses provide a flexible, rapid response to community needs and interests. They provide learning opportunities that address individual needs, including personal development, professional development, and career-skill development; they may also address community organization and business needs.

III. DEFINITIONS

Continuing Education: An instructional course or program that brings participants up to date in an area of knowledge or skills that may relate to one's personal interests, profession, job responsibilities, or work environment. The courses are usually short-term and specific. A certificate of completion may be awarded for completion of a course or program. Courses, programs and certificates in this category are not to be confused with academic degree-granting programs.

Continuing Education Unit (CEU): A unit that certifies participation in a non-academic continuing education course, quantifying continuing education and training activities. MSU Denver may provide CEUs at the request of community or professional organizations who want a record of successful completion of a noncredit course of study for their members. CEUs may be used to maintain professional memberships, certification, or licensing. MSU Denver follows the guidelines established by the *International Association for Continuing Education Training (IACET)*
http://www.iacet.org/images/ceu-article_6.22.10.pdf

Certificate of Completion: A certificate that is awarded based on completion of a continuing education course or series of courses.

IV. APPROVALS NEEDED

Noncredit continuing education course additions are approved by the department Chair or Program Director, and/or Dean as applicable, and Associate Vice President of Innovative and Lifelong Learning.

V. PROCEDURES

All new noncredit continuing education courses will be created through Innovative and Lifelong Learning in partnership with an academic unit on campus. If an academic unit (Chair, Director, or Dean) determines that it does not have the appropriate expertise, faculty, or resources to create a specific continuing education course, and it is determined that there is clear market demand for this new course, e.g. through an external paying partner or verified market intelligence, then Innovative and Lifelong Learning may partner with an external third-party to develop this new course, with oversight from the Deputy Provost or designee from Academic Affairs.

Innovative and Lifelong Learning will manage the administrative process, including student enrollments, promotion, Banner entries, CashNet course builds, and other procedures related to noncredit courses. A Memorandum of Understanding will be generated to outline the roles and responsibilities of the academic unit and Innovative and Lifelong Learning. This allows MSU Denver to standardize procedures for noncredit offerings across campus, ensure strong communication between academic departments and units, and facilitate cross-promotion of courses and programs.

Administrative practices include:

- A. Form completion – Departments and programs originating new noncredit continuing education courses need to complete the *Noncredit Continuing Education Course Approval Form* available on the web at <http://www.msudenver.edu/asa/formsa-z/> and on the U drive at U:\CURRICULUM\Forms as the first step. After the department Chair or program director has signed the form, it is forwarded to the Dean if applicable for signature, and then a copy to the Associate Vice President of Innovative and Lifelong Learning. This allows MSU Denver to standardize procedures for all noncredit offerings as well as ensure communication between all parties on campus, which can facilitate cross-promotion.
- B. Set up of noncredit course in Banner – All noncredit courses shall be entered into Banner Catalog by department or program.
 1. Create course as continuing education
 2. Identify schedule type and instructional method to coincide with continuing education
 3. Set tuition
- C. Student enrollments, payments, transcribing and communications. In addition, all funds generated through noncredit programs will be recognized in auxiliary funds, and set up in advance.



VI. NONCREDIT ADVISORY COUNCIL

Innovative and Lifelong Learning will create a Noncredit Advisory Council comprised of associate deans of schools and colleges, Faculty Senate, the Academic Affairs curriculum coordinator, and others as appropriate. This Council will meet on an ad hoc basis to review initiatives that may overlap with existing undergraduate curriculum or other issues deemed to be controversial.

VII. COMMUNICATION

In order to ensure clear and timely communication across campus about MSU Denver noncredit courses and certificates, Innovative and Lifelong Learning will produce regular communications to the Advisory Council that include new noncredit course offerings. In addition, Innovative and Lifelong Learning will use other channels, including web sites, e-newsletters and print materials to communicate these offerings campus wide.