CONTINUING EDUCATION CREDIT AND NON-CREDIT PROGRAMS HANDBOOK

A Guide for Continuing Education Credit Programs
(Off-Campus E&G, Sponsored Credit, Self-Supporting and Market Rate Tuition Programs)
& Continuing Education Non-Credit Programs
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Introduction

Florida International University has designated University College as the administrative unit under which Continuing Education programs are managed. Continuing Education is defined as non-fundable, self-supporting college credit courses or programs, non-credit professional development courses or programs designed to upgrade existing technical or professional skills, and courses that are provided primarily for personal enrichment. University College operations are primarily regulated by BOG Regulation 8.002 Continuing Education. Other BOG regulations that apply are BOG Regulations 7.001 (15) Tuition and Associated Fees and 7.003 (6) Fees, Fines and Penalties. SACS also requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of coordinating noncredit educational activities. The Dean, University College, is the designated administrative officer for the purpose of coordinating noncredit educational activities.

The University President is authorized to establish tuition/fees for Continuing Education Credit programs, with the exception of Market Rate Tuition programs as described below. The Provost is the President’s designee for this purpose. All tuition/fees can be changed on an annual basis, subject to any restrictions specified in policy.

The operations of University College related to its oversight of Continuing Education Credit and Non-Credit programs are funded by fees collected from the revenues of Continuing Education Credit and Non-Credit programs. Fees to be collected by University College for 14-15 are included in this handbook.

This handbook describes the policies for Colleges/Schools to follow in establishing and operating Continuing Education Credit and Non-Credit programs/courses. This handbook will be updated annually\(^1\) to keep current with policies enacted and updated by the University, Board of Trustees, and Board of Governors.

\(^1\) Last update May 28, 2015
Credit and Non-Credit Programs under Management by University College

**FTE Generating Programs**

**Authorization:**
Prior to 2009, a set of new degree programs that produced fundable student credit hours were initiated with fees in addition to regular state tuition in accordance with regulations in place at the time. For these programs, the “plus fee” is treated in the same way as fees generated by Self-Supporting Programs.

University College has oversight for all off-campus credit programs that generate fundable credit hours. Under new regulations, only off-campus programs with fundable student credit hours can have fees added to tuition under BOG Regulation 7.003 (6).

**Non-FTE Generating Self-Supporting Programs/Market Tuition/Sponsored Credit Programs**

**Authorization:**
Self-Supporting programs and Market Tuition programs consist of Continuing Education Credit programs offered to individual students that do not generate fundable student credit hours. They are authorized under BOG Regulation 8.002.

A Sponsored Credit Program consists of instruction for academic credit provided by the University but sponsored by an external institution. The credit instruction may range from a regular course or program found in the curriculum to a special course or program developed or approved by the University to meet the unique needs of the sponsor. Such credit instruction does not generate fundable student credit hours.

**Non-Credit Programs, Courses, and Certificates**

**Authorization:**
University College has been designated as the administrative unit under which non-credit programs, courses, and certificates are managed. Authority for offering non-credit programs, courses, and certificates under the auspices of and carrying the name of Florida International University comes from BOG Regulation 8.002. SACS requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of coordinating noncredit educational activities. The Dean, University College, is this designated administrative officer.
Board of Governors Regulations

Board of Governors Regulation 8.002 Continuing Education

a) Continuing education is defined as non-fundable, self-supporting college credit courses or programs, non-credit professional development courses or programs designed to upgrade existing technical or professional skills, and courses that are provided primarily for personal enrichment. Continuing education courses and programs are funded in the Auxiliary budget entity, except that funds collected from sponsoring entities for sponsored credit institutes may be remitted to the university’s contract and grants trust fund, pursuant to Regulation 7.008(2)(b).

b) The administrative unit(s) under which the continuing education program is managed shall be determined by the university.

c) Continuing education college credit courses shall not supplant existing university offerings funded by state appropriations.

d) Admissions and graduation criteria, as well as academic standards, for degree programs offered through continuing education must align with those criteria and standards in equivalent programs funded through the E&G budget entity and must go through the same curriculum-approval processes as those E&G-funded programs.

e) Student full-time equivalent (FTE) enrollments calculated from college credit hours earned through continuing education shall be reported to the Board of Governors separately from student FTE funded through the E&G budget entity.

f) Degrees awarded for continuing education programs shall be reported to the Board of Governors separately from degrees awarded for programs funded through the E&G budget entity.

g) For the purpose of planning, offering, and recovering all direct costs of continuing education courses and programs, continuing education activity shall be reflected in the Auxiliary budget entity, except that activity related to sponsored credit institutes may be reflected in the contracts and grants trust fund, pursuant to Regulation 7.008(2)(b).
   1) Costs associated with continuing education activity may not be recovered from funds appropriated in the E&G budget entity.
   2) Universities may collect and expend revenues collected above the level needed for cost-recovery of continuing education courses in a program approved pursuant to the process for Market Rate Tuition established in Regulation 7.001.
h) Each board of trustees shall include the following continuing education information in its annual report submitted to the Board of Governors pursuant to Regulation 2.002, beginning with the 2012-2013 annual report:

1) For college credit courses:
   a. Revenues
   b. Expenditures for continuing education activities
   c. FTE enrollment by level
   d. Degrees earned
   e. Certificates earned
   f. Out-of-state locations in which face-to-face instruction was offered

2) For non-credit courses
   a. Revenues
   b. Expenditures for continuing education activities
   c. Headcount for enrollees in K-12 programs, professional and executive programs, and lifelong learning programs
   d. Certificates earned
   e. Out-of-state locations in which face-to-face instruction was offered

**Board of Governor’s Regulation 7.001 Tuition and Associated Fees (15)**

A university board of trustees may submit a proposal for market tuition rates for graduate-level courses offered online or through the university’s continuing education unit when such courses constitute an approved degree program or college credit certificate program. Proposals shall be submitted to the budget committee for consideration by the committee during a November meeting.

a) Proposals to charge market tuition rates for degree programs and college credit certificate programs shall be considered by the Board only if documentation is provided that demonstrates:

1) The programs have been approved in accordance with Regulation 8.011 and have established one or more separate market tuition rate student cohorts, each of which can be tracked for administrative and reporting purposes.

2) The programs do not lead to initial licensing or certification for occupational areas identified as state critical workforce need in the State University System of Florida Strategic Plan, 2005-2013, Areas of Programmatic Strategic Emphasis, as amended in 2009. A university may request establishment of market tuition rates for such programs for non-residents if such programs do not adversely impact development of other programs for Florida residents. A university, upon a written request for a special exception from the Chancellor, may submit a proposal for market tuition rate for a program leading to initial licensing or certification in a state critical workforce need area if it can be demonstrated to increase the number of graduates in the state.

3) The program admission and graduation requirements shall be the same as similar programs funded by state appropriations.

b) If approved by the Board, the university shall operate these programs for a pilot period in order to collect sufficient information to determine the merit and success of market tuition rate courses. During the pilot period, the Board shall approve no more than five new graduate-level degree programs or college credit certificate program proposals per academic year. After three years, the university shall present its findings to the Board budget committee. The university findings shall include, but not be limited to, program enrollments, degrees produced, and enrollments in similar state funded programs. The budget committee will then make any appropriate recommendations to the Board for changes of market tuition rates programs.
c) The proposal for market tuition rate programs shall be submitted in a format designated by the Chancellor and include at a minimum:

1) A description of the program and its compliance with the requirements outlined in (15)(a).
2) An explanation of the process used to determine the market tuition rate and the tuition at similar programs from at least five other institutions, including both private and public.
3) A description of similar programs offered by other state university system institutions.
4) An estimate of the market tuition rate to be charged over the next three years. Any annual increase shall be no more than 15 percent over the preceding year.
5) A description of how offering the proposed program at market tuition rate is aligned with the mission of the university.
6) An explanation and declaratory statement that offering the proposed program at market tuition rate does not increase the state's fiscal liability or obligation.
7) An explanation of any differentiation in rate between resident and non-resident students paying market tuition rate.
8) An explanation of any proposed restrictions, limitations, or conditions to be placed on the program.
9) A description of any outcome measures that will be used to determine the success of the proposal.

10) In addition, the following information will be included with the proposal:

a) An explanation of how the university will ensure that sufficient courses are available to meet student demand and facilitate completion of each program submitted for consideration.

b) A baseline of current enrollments, including a breakout of resident and nonresident enrollment, in similar state-funded courses.

c) An estimation of the economic impact that implementation of the proposal will have on the university and the student by identifying the incremental revenue the university anticipates collecting if the proposal is approved.

d) A description of how revenues will be spent, including whether any private vendors will be utilized, and which budget entity the funds will be budgeted.

The Board of Governors will act upon the budget committee recommendation at the next scheduled meeting. If a university board of trustees’ proposal is denied, within five days, the university board of trustees may request reconsideration by the Board’s Tuition Appeals Committee, which shall consist of the Chair of the Board and the Chair of each Board committee. The Tuition Appeals Committee will meet within ten days after the Board of Governors’ denial to consider a university board of trustees request for reconsideration.

e) If a university charges a market tuition rate for a course within an approved program, preference shall be given to Florida residents in the admission process for similar state funded programs.

f) Enrollments and degrees granted in-market tuition rate program cohorts shall be reported in a manner to be determined by the Chancellor.

g) Credit hours generated by courses in market tuition rate program cohorts shall not be reported as fundable credit hours and all costs shall be recouped within the market tuition rate.

h) Programs and associated courses approved for market tuition rate shall not supplant existing university offerings funded by state appropriations.

1) Each university approved to offer market tuition rates shall provide an annual status report in a format designated by the Chancellor.
Board of Governors Regulation 7.003 Fees, Fines and Penalties

a) Off-Campus Educational Activities
   1) As used herein, "off-campus" refers to locations other than state-funded main campuses, branch campuses, or centers. Each university board of trustees is authorized to establish fees for state fundable off-campus course offerings when the location results in specific, identifiable increased costs to the university. These fees will be in addition to the tuition and associated fees charged to students enrolling in these courses on campus. The additional fees charged are for the purpose of recovering the increased costs resulting from off-campus vis-à-vis on-campus offerings. The university shall budget the fees collected for these courses to the Student and Other Fee Trust Funds. Each university shall use the additional fees collected to cover the increased cost of these courses and reimburse the appropriate Educational and General Fund or other appropriate fund if the costs are incurred in other than Educational and General Funds.

Board of Governors Regulation 7.008 Waiver of Tuition and Fees

a) Each university board of trustees is authorized to waive tuition, nonresident tuition and associated fees for purposes that support and enhance the mission of the university. All tuition, nonresident tuition and associated fees waived must be based on regulations that are adopted by the university board of trustees and where applicable, consistent with regulations adopted by the Board of Governors.

b) Sponsored Credit Institutes and Programs – Each university board of trustees is authorized to waive tuition, associated fees and material and supply fees for participants in sponsored credit institutes and programs.
   1) Sponsored credit institutes and programs are entities where substantially all the direct costs are paid by the external sponsoring entity, where there is no direct expenditure of Educational and General funds for the conduct of the programs, and where no fees or other assessments are collected from students by the sponsoring entity, the university, or any other entity.
   2) In determining whether the direct costs are paid by the sponsoring entity, funds paid directly to the participants in a form such as, but not limited to, stipends, travel or book allowances should not be taken into account. "Direct costs" refer to the costs associated with the instruction or training which a participant receives. All funds collected from sponsoring entities for sponsored credit institutes will be remitted to the university's contract and grants trust fund and/or auxiliary trust funds.
   3) Funds collected from courses offered through continuing education should be budgeted in the Auxiliary Trust Fund.
   4) Neither the number of participants nor student credit hours in these institutes and programs may be counted for state funding purposes.
14-15 Fees Charged to Continuing Education Credit and Non-Credit Programs

1) Colleges/Schools will be charged a 1% fee on gross revenues collected for all Continuing Education Credit programs to cover the cost of University College’s oversight of these programs, as described in the sections “General Principles for Establishing a New Continuing Education Credit Program,” “General Principles for Operating an Established Continuing Education Credit Program,” “Course Scheduling and Registration Actions Required Each Semester for Continuing Education Credit Programs,” and “Required Annual Financial Management – Credit.”

2) Colleges/Schools will be charged a 1% fee on gross revenues collected for all Continuing Education Non-Credit programs to cover the cost of University College’s oversight of these programs as described in the section “General Principles for Continuing Education Non-Credit Programs, Standalone Courses, and Certificates.”

3) For Continuing Education Non-Credit programs that award CEUs, there is a fee of $250 per program plus a $50 fee per participant for the review and award of CEUs.

4) On behalf of Academic Affairs, University College will collect 10% of gross revenues for all Continuing Education Credit Programs, unless such programs have been exempted, that do not generate fundable student credit hours.

5) A 7.0% FIU Shared Services Fee will be applied against auxiliary expenditures in Panthersoft at the close of each month.

6) The following student fees (Financial Aid, Capital Improvement Trust Building, Activity & Service, Athletic, Technology Fee, Parking, Photo and Health) will be collected, unless an exemption has been granted by the Provost or fee deemed not to apply, for each Continuing Education Credit program that does not generate fundable FTEs through Panthersoft Financials and Campus Solutions.

7) For fully-online Continuing Education Credit programs $120 per instance of enrollment ($40 per credit hour) will be charged to cover the costs of course design, development, licenses, hosting, technical support, quality assurance, and faculty training and the management of these functions.

8) For non-fully online Continuing Education Credit program courses that use Blackboard, $30 per instance of enrollment ($10 per credit hour) will be charged for courses using Blackboard to cover the costs of Blackboard license, hosting and technical support.
14-15 Marketing and Recruiting Fees for Continuing Education Credit Programs

Upon mutual agreement, FIU Online will be a full service provider for the marketing and recruiting services required of fully online Continuing Education Credit programs. FIU Online will provide the initial and recurring funding for strategic marketing consulting and planning, direct marketing spend on advertising and recruiting events, and enrollment services that are necessary to enroll the targeted number of students. The terms and fee for these services will be negotiated on a program by program basis and specified in a program MOU. The responsibilities of the academic unit offering the Continuing Education Credit program will also be specified in the MOU.

Summary of Fees for Continuing Education Credit and Non-Credit Programs

A matrix summarizing all of the fees to be charged to Continuing Education Credit Programs, is shown in Appendix I.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Requirements for Continuing Education Credit Off Campus and Online Programs

1) Approval of a new off-campus site or a new online degree program requires several steps (notification and submission of a full prospectus that would need to be mailed six months prior to implementation). See Substantive Change policy apa.fiu.edu.
2) Additional programs launched at SACSCOC approved sites (e.g. Pines, Brickell, etc.) require prior notification to SACSCOC.
3) All cohort programs taught in a different delivery (online or off-campus) require separate tracking of student learning and program outcomes, including completion rates, success on certification exams, job placement, etc.
4) At least 60 percent of courses taught in different delivery (online or off-campus) must be taught by full-time faculty;
5) There must be adequate support services for students and these must be evaluated for continuous improvement.
6) In terms of new off-campus and off-shore programs, there is the possibility of SACSCOC visit(s). The units must budget for expenses related to the visit(s). Check with the Office of Academic Planning and Accountability for cost estimates.
General Principles for Establishing a New Continuing Education Credit Program

1) New degree programs or tracks must be approved in accordance with standard university procedures before they can be approved for Self-Supporting or Market Rate Tuition programs.

2) The President has delegated authority to establish and determine the cost of Continuing Education Credit courses/programs to the Provost. Market Rate Tuition proposals also require approval by the Board of Trustees and subsequently by the Board of Governors. Before proceeding to complete the Feasibility Study, preliminary approval from the Provost to offer the Continuing Education Credit program must be obtained.

3) A new plan code (subplan) must be established for new Continuing Education Credit program and all students must be admitted into this plan (subplan) code.

4) Continuing Education Credit programs shall not supplant credit courses/programs funded through the Educational and General (E&G) budget entity. Thus, a Continuing Education Credit program must be the first offering of a new degree program or track on-campus, the first offering of an existing degree program or track fully online, or an existing degree program or track being offered at a new location or at a different time schedule.

5) For a new Continuing Education Credit program, a Continuing Education Credit Program Feasibility Study (See Appendix II) must be submitted to University College for approval. The budget is part of this approval. Feasibility study must be approved by Dean, University College. Final approval is given by the Provost.

6) The Office of Academic Planning and Accountability is charged with ensuring that programs meet SACS standards and criteria. The Feasibility Study must include a statement from this office that the program meets SACS standards and criteria.

7) The tuition revenues from a Continuing Education Credit program must cover all costs of the program. Tuition revenues and expenses must be tied to a specific auxiliary account for the program. The cost categories to include in the budget are shown in the budget template in Appendix III.

8) These rules should be used to calculate faculty costs in the budget. At least 60% of the courses must be taught by full-time faculty. The instructional cost for at least 60% of the courses should be based on the cost to buy out a course, even if the course is taught as an overload. Usually this is 10-15% of the faculty’s 9-month salary. If the course is taught as part of a faculty’s normal load, auxiliary funds should be used to pay the appropriate percentage of their salary. Adjuncts and overloads can be paid directly from the auxiliary account. The instructional cost for no more than 40% of the courses can be computed based on adjunct/overload rates.

9) Student services provided to students in a fully online program must be equivalent to those provided to on campus students.

10) Market Rate Tuition Programs must meet the criteria outlined in BOG Regulation 7.001 (15). The Market Rate Tuition program must be approved by Provost, BOT, and BOG. The Market Rate Tuition BOG form must be completed for a proposed Market Rate Tuition program. All requests must be submitted to University College by March 5th each year. This form includes provisions for fee increases for three years. Market Rate Tuition programs are approved at the June BOT meeting. Approval by the BOG is at their November meeting. If approved, the Market Rate Tuition program can be offered the following academic year. The University can submit up to 5 programs per year to the BOG for consideration to become Market Rate Tuition.

11) A Continuing Education Credit program should only be proposed for Market Rate Tuition if significant surpluses are expected to be generated.
12) The Dean, University College, the Provost, and the General Counsel must approve contracts involving an outside party.

13) For off-campus programs, the additional fees charged are for the purpose of recovering the increased costs resulting from off-campus vis-à-vis on-campus offerings. See BOG Regulation 7.003 Fees, Fines and Penalties.

14) For Sponsored Credit and Self-Supporting programs, the fee is set to cover all costs of the program (cost recovery); no E&G funds can be used. The fees collected for any one program can only be used for (a) the direct costs incurred by the College/School in offering that program, (b) the cost of the proportional use of services provided at the College/School level directly related to offering of that program (i.e. a charge for the proportional use of College/School services provided by a centralized unit such as technology, marketing, financial management, assessment, etc.), (c) the fees charged by University College and Academic Affairs and the 7% shared services fee. Budget must show no surplus funds. Carry forward balance should be limited to 10% or less of previous year’s revenues.

15) The Dean of the College/School in which the Continuing Education Credit program will be housed must ensure that the launch of this new program will not negatively impact the generation of fundable student credit hours needed to meet agreed upon enrollment targets.

16) The Dean of the College/School in which the Continuing Education Credit program will be housed must ensure that the launch of this new program will not negatively impact the research productivity of the unit.

17) Following approval of program and program budget by University College or approval by BOG for Market Rate Tuition program, University College will, on request, submit proper forms to the Office of Financial Planning and Strategic Development to establish a separate, identifiable auxiliary account for the program.

18) University College will ensure that the proper accounting processes in Panthersoft are implemented by working with the Student Financials Office in the establishment of an item type correlating to the specific program upon creation of the Auxiliary Account. Each program is to have a separate auxiliary account.
General Principles for Operating an Established Continuing Education Credit Program

1) Only students who have been officially admitted into a Continuing Education Credit program can be enrolled in course sections associated with the Continuing Education Credit program and charged the approved Continuing Education Credit program tuition rate. Students enrolled in E&G funded programs cannot be enrolled in a Continuing Education Credit program section and cannot be charged Continuing Education Credit tuition.

2) A College/School has full responsibility for:
   a. Marketing and recruiting, unless outsourced to FIU Online or a 3rd party
   b. Managing the day-to-day operations of the program.
   c. Enrolling students into Continuing Education Credit program course sections or ensuring that system controls have been implemented to make sure that only admitted students to the Continuing Education Credit Program can enroll in courses associated with said program.
   d. Ensuring the academic integrity of the program, including ensuring that the same policies and practices related to admission, curriculum, instruction, and evaluation that are applied to regular credit programs/courses are applied equally to the program.
   e. Ensuring that the policies stated in this document are adhered to.
   f. Ensuring that student learning and program outcomes are tracked and achieved.
   g. Providing the required financial management of the program as described below and adhering to cost recovery requirement if self-supporting.
   h. Providing data as requested by University College that is needed to complete reports requested by the university and the BOG.

3) All paperwork requesting and supporting fee changes to existing programs must be submitted to University College no later than March 5. University College will forward requests to the Provost Office.

4) Tuition/Fees for Market Rate Tuition programs increases shall be no more than 15 percent over the preceding year, per Florida Board of Governor’s Regulation 7.001 Tuition and Associated Fees.

5) Full-time faculty must deliver at least 60% of the program.

6) University College will maintain on its website information on all Continuing Education Credit programs, standalone courses and certificates, provided by program administrators.

7) International dual degree students in Self-Supporting programs can be enrolled in sections cross-listed with E&G funded classes. However, the instructional costs for the International dual degree students must be paid from auxiliary funds. The academic unit has the flexibility to set the instructional cost for these students.

8) A current graduate self-supporting program is eligible to be proposed as a Market Rate Tuition program.

9) Continuing Education Credit programs held in an E&G classroom facility will be charged a rental fee. The total rental cost for a program is calculated as number of days (or fraction of day) of use during the year, times the daily PO&M cost. For 14-15, the room rental fees will be:

<table>
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<tr>
<th>Price p SqF</th>
<th>Avg Room Sqf</th>
<th>Day in Year</th>
<th>1 Day</th>
<th>1/2 Day</th>
<th>1/4 Day</th>
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<td>$ 11.13</td>
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<td>365</td>
<td>$ 30.39</td>
<td>$ 15.19</td>
<td>$ 7.60</td>
</tr>
</tbody>
</table>
Course Scheduling and Registration Actions Required Each Semester for Continuing Education Credit Programs

The following actions are required:

1) University College requests PantherSoft Campus Solutions access from Enrollment Services and Student Financials for College/School if College/School will be responsible for scheduling and registration.

2) University College or College/School will create course/section in PantherSoft (following a dynamic calendar if required) with all appropriate information required (i.e. Days, Times, Capacity, etc.).

3) University College or College/School will make any necessary changes to courses during course adjustment period or in conjunction with the Office of Class Management.

4) University College or College/School will ensure that students have been term-activated for the respective term to allow for registration to occur.

5) Depending on the course and program type, University College or College/School registers students using individual or block enrollment, or arranges for registration by either publishing the course where the students can register themselves online or at the Registrar’s Office where the Registrar’s Office performs cohort or other specific registrations.

6) University College arranges for waivers (i.e., immunization), if applicable.

7) Registrar’s Office will automatically create class rosters for non-dynamically dated course.

8) University College does the following:
   a. Add fees to the course/sections using the appropriate item type.
   b. Create dynamically dated courses.
   c. Create grade rosters for dynamically dated courses.
Required Annual Financial Management – Credit

Financial Management performed by the **College/School**:

1) Develop annual Continuing Education Credit program budgets for the next academic year and enter into Panthersoft Financials, per deadlines set forth by Academic Affairs during each FIU budget season.

2) If shared services are included in the budget (e.g., marketing, technology, financial management), College/School must ensure that these services are charged proportionately to a program. List the total budget for each shared service and the % of budget to be charged to each program. Verify that these Shared Services are provided from auxiliary accounts and not E&G. Specify the methodology for allocating these Shared Services to each program.

3) Year End review & analysis of each program’s budget to actual revenues and expenditures.

4) All fees, revenues, and expenditures, whether charged, allocated or collected, should be tied directly to the program’s activity code in Panthersoft and not another funding source.

5) For Sponsored Credit Institutes, billing and collecting from sponsor.

Financial Management performed by **University College**:

1) Monitor ending year balances for Self-Supporting programs

2) Collect annual Tuition/Fee change requests for Continuing Education Credit programs from Colleges/Schools for the next academic year. Requests are due March 5. The Provost approves new fees. Tuition for Market Rate Tuition programs can be increased by up to 15% each year.

3) Collect new Market Rate Tuition program proposals and budgets from Colleges/Schools, maximum of 5 each academic year for FIU. These proposals are subject to review and approval by the Dean of University College, Academic Affairs, the Provost’s Office, FIU BOT, and Florida BOG.

4) Provide program fiscal reporting & analysis to Academic Affairs, the Provost Office, the FIU BOT, Florida BOG, and other interested parties, per request.

5) Administer the collection and reimbursement of applicable fees to University College, Academic Affairs, and any other Department/College/School/Entity through Panthersoft Financials and Campus Solutions.
General Principles for Continuing Education Non-Credit Programs, Standalone Courses, and Certificates

Authorization:
University College has been designated as the administrative unit under which non-credit programs, courses, and certificates are offered and managed. Authority for offering non-credit programs, courses, and certificates under the auspices of and carrying the name of Florida International University comes from BOG Regulation 8.002. SACS requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of coordinating noncredit educational activities. The Dean, University College, is this designated administrative officer.

The responsibilities of University College include the following:

1) University College is responsible for developing and offering its own set of non-credit programs in partnership with Colleges/Schools as appropriate, to fulfill the mission of the University to serve our community.
2) University College is responsible for coordinating Continuing Education Non-Credit Programs offered by various academic units within the university. This coordination includes (1) maintaining a current inventory of all non-credit programs offered throughout the university, (2) ensuring that the operations of Continuing Education Non-Credit programs adhere to university, SACS, and BOG policies; (3) ensuring the overall quality of Continuing Education Non-Credit programs offered by the university, and (4) providing reports on non-credit activities as requested by BOT, BOG, and SACS.

Other oversight responsibilities include:

1) University College will be the arbiter of any conflicts between Colleges/Schools over the offering of non-credit programs, standalone courses, and certificates.
2) University College will maintain, on its website, information on all Continuing Education Non-Credit programs, standalone courses and certificates.

University College will receive a fee of 1% of gross revenues from non-credit activities undertaken by Colleges/Schools.

University College is the official authority of granting Continuing Education Units (CEUs). University College has responsibility for reviewing, approving, reporting, and maintaining permanent records for, and issuing transcripts for all Continuing Education Unit (CEU) activities. The program cost for a CEU is $250 and $50 per participant requiring a CEU.

For Colleges/Schools that wish to offer Continuing Education Non-Credit programs, University College delegates to them authority to do so under the following terms and conditions:

1) Establish an administrative unit(s) through which Continuing Education Non-Credit programs will be offered and provide University College with the name of the administrator responsible for Continuing Education Non-Credit in the School/College.
2) Submit proper forms to the Office of Financial Planning and Strategic Development to establish a separate, identifiable auxiliary account for Continuing Education Non-Credit revenues and expenditures.
3) Perform required financial management activities as detailed below.
4) Adhere to university policies as they relate to registration, collection of fees, reimbursement of expenses, compensation of instructors, maintenance of student records and assessment.

5) Conduct an evaluation of each Continuing Education Non-Credit program offered. At a minimum, this requires a student satisfaction survey.

6) The College will be required to submit bi-annual reports to University College on or by January 15 and July 15 of each year on its non-credit courses and/or programs offerings. (Note that each offering of a particular program must be reported separately). In these reports, each College/School will be asked to provide the following for each program offering:
   a) name of each program offered,
   b) dates program offered,
   c) number of total contact hours
   d) number of days in program
   e) number of participants per program offered
   f) location where each program offering occurred if FTF,
   g) total revenues collected per program offering
   h) the activity number/s where program revenues were deposited into
   i) name of program manager for the program offering
   j) number of certificates awarded, if any

7) The January 15 submissions will report on all non-credit activity that occurred between July 1 and December 31, 2014. Similarly, the July 15 submissions will report on all non-credit activity that occurred between January 1 and June 30, 2015. A spreadsheet to record this information will be provided. Each College/School will be required to provide an Annual Report. The information required in this annual report includes the following: (1) Total Revenues and Total Expenditures, (2) A Quality Assurance report for each non-credit program. In this report, include, for each program, a summary of the results of the program evaluation survey administered to students in each offering of a program, and other measures that show the quality of the program should also be included; and (3) Changes to be made to the program based on feedback received.
Required Annual Financial Management – Non-Credit

Financial Management performed by the **College/School:**

1) Develop annual Continuing Education Non-Credit budget for the next academic year and enter into Panthersoft Financials, per deadlines set forth by Academic Affairs during each FIU budget season. Subject to review and approval by Academic Affairs.

2) Prior to the offering of a specific Non-Credit Continuing Education program, the unit will prepare the program budget to determine that all applicable costs will be recovered. The budget must address participant fees, faculty/adjunct compensation, overhead, marketing, and any other direct costs of the activity.

3) Year End review & analysis of Continuing Education Non-Credit budget to actual revenues and expenditures.

4) All fees, revenues, and expenditures, for Continuing Education Non-Credit, whether charged, allocated, or collected, should be tied directly to the Non-Credit Continuing Education activity code in Panthersoft Financials, and not another funding source.
# APPENDIX I: Continuing Education Credit Program Fees

## Proposed Fees

<table>
<thead>
<tr>
<th></th>
<th>Grad Fees</th>
<th>Regular Tuition</th>
<th>Continuing Education Credit Programs (FTT/Hybrid)</th>
<th>Continuing Education Programs</th>
<th>Non-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuition Plus</td>
<td>Market Rate</td>
<td>Self-Supporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On campus $^1$</td>
<td>Off campus $^1$</td>
<td>On campus $^2$</td>
</tr>
<tr>
<td>Fundable Student Credit Hours</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cost Recovery Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Student Fees:</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>In State per credit hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>379.95</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CITF</td>
<td>6.76</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Athletic (all)</td>
<td>16.98</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>A&amp;S Fee</td>
<td>12.87</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>18.99</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>18.99</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Non-Resident per credit hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITF</td>
<td>6.75</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Athletic (all)</td>
<td>16.98</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>A&amp;S Fee</td>
<td>12.87</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>18.99</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>18.99</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Non-Resident Fee</td>
<td>220.05</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Non-Resident Student Financial Aid</td>
<td>26.00</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

## Semester Fees:

<table>
<thead>
<tr>
<th></th>
<th>Grad Fees</th>
<th>Regular Tuition</th>
<th>Continuing Education Credit Programs (FTT/Hybrid)</th>
<th>Continuing Education Programs</th>
<th>Non-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuition Plus</td>
<td>Market Rate</td>
<td>Self-Supporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On campus $^1$</td>
<td>Off campus $^1$</td>
<td>On campus $^2$</td>
</tr>
<tr>
<td>Parking</td>
<td>80.70</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Parking (Summer)</td>
<td>64.59</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Health</td>
<td>93.69</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Athletic</td>
<td>10.00</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Off-campus fee $^2$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Fees:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photo ID</td>
<td>10.00</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Required Fees for University College

<table>
<thead>
<tr>
<th></th>
<th>Grad Fees</th>
<th>Regular Tuition</th>
<th>Continuing Education Credit Programs (FTT/Hybrid)</th>
<th>Continuing Education Programs</th>
<th>Non-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuition Plus</td>
<td>Market Rate</td>
<td>Self-Supporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On campus $^1$</td>
<td>Off campus $^1$</td>
<td>On campus $^2$</td>
</tr>
<tr>
<td>1% revenues to cover cost of oversight</td>
<td>1%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CEU charge per program</td>
<td>300.00</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CEU charge per person</td>
<td>50.00</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

## Required Fees for FUL Online

<table>
<thead>
<tr>
<th></th>
<th>Grad Fees</th>
<th>Regular Tuition</th>
<th>Continuing Education Credit Programs (FTT/Hybrid)</th>
<th>Continuing Education Programs</th>
<th>Non-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuition Plus</td>
<td>Market Rate</td>
<td>Self-Supporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On campus $^1$</td>
<td>Off campus $^1$</td>
<td>On campus $^2$</td>
</tr>
<tr>
<td>Operational Cost per IOE for fully online ($540 per credit hour)</td>
<td>120.00</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Blackboard usage fee for FTT/ Hybrid $^1$ ($510 per credit hour)</td>
<td>30.00</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

## Required Fees for Academic Affairs and Business Services

<table>
<thead>
<tr>
<th></th>
<th>Grad Fees</th>
<th>Regular Tuition</th>
<th>Continuing Education Credit Programs (FTT/Hybrid)</th>
<th>Continuing Education Programs</th>
<th>Non-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuition Plus</td>
<td>Market Rate</td>
<td>Self-Supporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On campus $^1$</td>
<td>Off campus $^1$</td>
<td>On campus $^2$</td>
</tr>
<tr>
<td>Shared services fee (on expenses)</td>
<td>7%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AA overhead fee (on revenues)</td>
<td>10%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

## Optional Marketing and Recruiting Services (TBD)

Legend: $^1$ Tuition plus on campus allowed only for grandfathered in programs. $^2$ New tuition plus programs must be off campus. $^3$ Any programs at Brickell will be charged parking. $^4$ The off-campus fee is currently not being charged on any program. $^5$ If program is market rate, it is not cost recovery. $^6$ Non-resident fee may not be equal to regular tuition non-resident fee. $^7$ Applicable if program uses Blackboard.
APPENDIX II:
Continuing Education Credit Program Feasibility Study

Academic units must obtain approval for a new Continuing Education Credit program from the Provost. A new program must have gone through all of the official approvals before it can be approved as a Continuing Education Credit program. A feasibility study must be submitted to University College at least six (6) months prior to the proposed starting date. Based on the Feasibility Study, University College will make a recommendation on whether to proceed or not with the proposed Continuing Education Credit program.

The Continuing Education Credit Program Feasibility study contains the following information:

1) Program name/degree
2) Department and College
3) Faculty Director
4) Proposed implementation date
5) Program Description including goals and objectives, level and emphasis, targeted population, and partnering institution as applicable
6) Program needs assessment (market demand, ROI analysis, and value to the mission of the university, SWOT analysis, distinctiveness of program, rationale)
7) Statement from the Office of Academic Planning and Accountability that programs meet SACS standards and criteria.
8) If new degree program or new track, statement that all university approvals, with dates of approval, have been obtained.
9) Curriculum (Program of study)
10) Budget template as shown in Appendix III.
11) Budget Supporting Information
   a. Description of how instructional cost was calculated.
   b. Information on any Shared Services (e.g., marketing, technology, financial management) included in the budget that are charged proportionately to a program. List the Shared Services and the budget for each. Specify the methodology for allocating these Shared Services to the program.
   c. Description of how marketing and recruiting will be carried out. Specify salaries allocated to these functions or amount paid to 3rd party providing these services. Also specify the amount of funds allocated to direct marketing spend.
   d. Description of support services to be provided and the salaries allocated to these services.
12) If self-supporting, budget that is cost-recovery with no surplus.
13) If Market Rate Tuition program, justification of market price.
14) For Market Rate Tuition Program, Market Rate Tuition BOG form See Appendix IV.
15) Assessment of impact on programs currently offered. Statement that program will not supplant E&G funded enrollment in similar program.
16) Space requirements.
17) Faculty names and short CVs.
18) Student learning and program outcomes (e.g. learning goals, student credit hours, degrees, certificates, student satisfaction surveys, job placement, etc.)
19) Start-up funding source, if required
Appendix III:
Budget Sample for Continuing Education Credit Program

<table>
<thead>
<tr>
<th>Program Title:</th>
<th>Academic Unit:</th>
<th>Type:</th>
<th>Cohort:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PantherSoft Auxiliary Activity Code:</th>
<th>Term:</th>
<th>FY:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total # of Courses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Credit Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total In-State Graduate Tuition</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total Out-State Graduate Tuition</td>
<td>$</td>
<td></td>
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</table>

Revenue and Expenditure Statement

<table>
<thead>
<tr>
<th>Revenues</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Students - In State</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Students - Out of State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenues (Tuition multiply by # of Students Plus Add)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Faculty (Full time/Adjunct/Overload)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries - Faculty Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries - Admin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits - OPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Svs/Officials/Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of Buildings</td>
<td></td>
<td></td>
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<tr>
<td>Telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Development Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$30 ($10 per credit hour) for face to face program - Blackboard Fee if Blackboard is used</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$120 per instance of enrollment for fully online program - Distance Learning Fee</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Equipment/Supplies/Misc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Operation Expenditures</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal Operation Expenditures</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU Auxiliary Services Fee - 7.0% of Operational Expenditures less Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University College Fee - 1% of Revenues - All Credit and Non-Credit Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Affairs Fee - 10% of Revenues - Master Rate and Self-supporting Programs only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College/School Fee - Annual 1% of Revenues (Marketing, Technology, Financial Mgmt, Dean's Office)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bad Debt 0.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLU Per Credit Hour (PCH) Fees - (Fin Aid, Cap Improv Trust, Athletic, Activity $, Tech)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLU Semester Fees - (Parking, Health, Phone, Athletic, Clerical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Program Expenses (Operational + Auxiliary Charges)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Surplus (loss)</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Appendix IV:  
Market Rate Form

State University System  
Florida Board of Governors  
Request to Establish Market Tuition Rates – Regulation 7.001(15)

University: Florida International University  
Proposed Market Tuition Program:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Board of Trustees approval date:</td>
</tr>
<tr>
<td>Proposed Implementation Date (month/year):</td>
</tr>
<tr>
<td>Graduate online or Graduate Continuing Ed. Course:</td>
</tr>
<tr>
<td>CIP Code:</td>
</tr>
</tbody>
</table>

Description of the Program and the Market Tuition Rate Process
Describe the program and explain the process used to determine market tuition.

Mission Alignment
Describe how offering the proposed program at market tuition aligns with the mission of the university and the Board strategic plan:

Declaratory Statement
Provide a declaratory statement that the policy will not increase the state’s fiscal liability or obligation and that the Market Tuition Rate program cohorts will not supplant an existing E&G funded degree program in the same discipline:
<table>
<thead>
<tr>
<th><strong>Restrictions / Limitations</strong></th>
<th>Identify any proposed restrictions, limitations, or conditions to be placed on the policy:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accountability Measures</strong></td>
<td>Indicate how the university will monitor the success of the policy. Provide specific metrics</td>
</tr>
<tr>
<td></td>
<td>that will be used.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Availability</strong></td>
<td>Explain how the university will ensure that sufficient courses are available to meet student</td>
</tr>
<tr>
<td></td>
<td>demand and facilitate completion of each program submitted for consideration. Will any</td>
</tr>
<tr>
<td></td>
<td>similar E&amp;G courses be eliminated or scaled back if this program is implemented?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Economic Impact</strong></td>
<td>Provide economic impact that this proposal will have on the university and the student,</td>
</tr>
<tr>
<td></td>
<td>anticipated revenue collection, how the revenue will be spent, whether any private vendors</td>
</tr>
<tr>
<td></td>
<td>will be used, and which budget entity the funds will be budgeted.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Information</strong></td>
<td>Provide any additional information if necessary, and complete the attached supplemental</td>
</tr>
<tr>
<td></td>
<td>form.</td>
</tr>
</tbody>
</table>
Appendix V:
CONTINUING EDUCATION UNITS (CEU) REQUEST FORM

Continuing Education Units

A Continuing Education Unit (CEU) is defined as: ten contact hours of participation in a Florida International University (FIU) recognized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The number of CEUs is determined and approved by the director of University College’s Continuing and Professional Education (CPE) unit, upon recommendation by the program director. The application fee for the review and awarding of CEUs to a program is $250 per program. The fee per program participant CEUs are requested for is $50. The fee includes issuing the certificate and maintenance of a transcript through University College.

Please complete the following form and submit via e-mail, fax, or in person to:

Daniela Mennechey, Administrative Coordinator
11200 SW 8th Street
MANGO 650
Miami, FL 33199
Phone: (305) 348-2779 - Fax: (305) 348-0089

Program Title: ______________________________________________________

Target Audience: ______________________________________________________

Academic Sponsor: ____________________________________________________

Co-Sponsor (if any):____________________________________________________

Program Contact: ______________________________________________________

The following information must accompany this CEU application form.

1. Program Schedule including dates and times (provide brochure, flyer, or attachment)
2. Instructor/Presenter’s Resume or Vita
3. Course syllabus with session descriptions
4. Guidelines for institutional program evaluation

_________________________________  ______________
Academic Sponsor Signature           Date

Approval Recommended:

_________________________________  ______________
University College Signature           Date