

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

POLICY MEMORANDUM 78-III.30-24

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CONTINUING AND EXTENDED EDUCATION ACTIVITIES

I. Goals

The three central, interrelated goals of continuing and extended education at The University of Texas at Dallas are:

To assist in the accomplishment of the University's goal of public service through the extension of its resources to individuals, business, the professions, governmental agencies and other groups in the Dallas metropolitan area, the state, and nationwide.

To assist individuals and groups in staying current with advances in knowledge related to the identification and solution of social and economic problems and to the maintenance and advancement of competence in professional, scientific, and technological fields.

To assist individuals in gaining knowledge and developing expertise related to their cultural enrichment, their changing life roles, and to their personal development.

II. Definitions

Extended education at U. T. Dallas refers to the awarding of academic credit and/or degrees through self-supporting courses that are not reported for state funding. Such courses and programs must be in the University's approved degree program and course inventories. In addition, extended education courses and programs must comply with all applicable regulations, requirements, and rules of the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools, U.T. System, and U. T. Dallas. Activities of a continuing education nature are defined as programs of

noncredit instruction, serving educational purposes, which are supported by participant fees.

III. Fees and Payments for Self-Supporting Courses and Programs

Pursuant to Texas Education Code Section 54.545, each participant registered in a self-supporting academic course or degree program at U. T. Dallas will be charged a reasonable fee set in an amount sufficient to recover the costs of providing the course or program. All proposed fees must be submitted to the Office of the Provost for approval prior to assessment.

The cost basis for a proposed fee should include all incremental costs of creating, marketing, and delivering the course, including salaries and applicable benefits for faculty, teaching assistants, seminar speakers, tutors, graders and other instructional personnel; travel costs for both staff and instructional personnel; all facility charges including appropriate administrative overhead charges (i.e. institutional support, information technology support, central administration/office support); charges for provision, maintenance and necessary upgrades of equipment and software used by course participants or required to support the course offering; charges for textbooks, materials, and supplies if provided directly to participants; miscellaneous costs including postage, fax, and telephone expenses; and, for certain courses, the cost of supplemental seminars, events, and activities required of participants.

In accordance with state law, U.T. System policy, and the university's Policy Memorandum 96-I.3-74 Policies and Procedures Regarding (1) Payment of Salary Supplements to U.T. Dallas Employees and (2) Payments to Persons Who Are Not U.T. Dallas Employees, faculty and staff may receive extra compensation for providing instruction and/or other program related services for self-supporting courses or programs.

The Provost is responsible for the implementation and review of the policies and procedures set out in this memorandum.