

PURDUE

UNIVERSITY

NORTH CENTRAL

Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No.
5-2005 Dated August 8, 2005

CONTINUING EDUCATION CREDIT PROGRAMS

Between the fall of 1999 and the fall of 2004, off campus credit enrollments declined by more than 63%. At the same time, enrollments from largely part-time adult learners, the clientele that populated most of our off-campus sites, were growing at other area institutions. The loss of this market has had serious negative financial consequences for the campus. Part of the reason for this loss has been the lack of any certificate, degree or other programs that can be completed by part-time adult learners at off-campus sites. To address this problem, it is important for the Continuing Education Office to have the ability to schedule courses on a regular basis at times and places convenient to student demand. To accomplish this, the following Continuing Education credit policies and procedures will be effective as of August 15, 2005.

1. All credit courses and programs offered through the Continuing Education Office must be approved by the appropriate academic departments through which the courses and programs are offered.
2. All faculty assigned to teach credit courses offered through the Continuing Education Office must be approved by the appropriate academic departments.
3. Once programs and faculty are approved by the appropriate academic departments, the Continuing Education Office is authorized to schedule courses to meet student and programmatic needs. The Continuing Education Office is responsible for advertising part-time faculty vacancies, and the Department Chairs are responsible for assigning faculty to meet the scheduling needs of the Continuing Education Office.
4. In the event that a member of the full-time Purdue University North Central faculty teaches a Continuing Education credit course as part of the faculty member's normal course load, the Continuing Education Office will pay to the S&E account of the home academic department

of that faculty member an amount equal to the prevailing rate for part-time faculty in that same discipline. This payment is limited to no more than two full-time faculty per department in any given semester. Full-time faculty hired on an overload basis will continue to receive the standard overload payment.

5. A "Continuing Education" classification will be created in the admissions and registration system for students wishing to enroll in credit certificate, degree completion or other programs offered through the Continuing Education Office. A "fast track" admission form will also be created to expedite this process.
6. All student "FTEs" generated by credit courses and programs offered through the Continuing Education Office will accrue to the academic department approving the given program.



James S. Pula

August 8, 2005

Date