



POLICY ON CONTINUING EDUCATION, OUTREACH, AND SERVICE PROGRAMS

POLICY DIGEST

Monitoring Unit: LSU Online and Continuing Education
Initially Issued: May 1, 1977
Last Revised: July 21, 2023

I. PURPOSE

To define University policies and operating procedures for the offering of continuing education, outreach, and service programs through LSU Online and Continuing Education (OCE) and other academic and non-academic units of the University.

II. POLICY

Many individuals desire or are required to engage in life-long education. Institutions of higher education generally incorporate into their purpose an extension and public service component to provide for life-long learning opportunities. These opportunities are often referred to as continuing education, extension education, outreach, or public and community service programs. These programs may be credit or non-credit, may be offered on or off campus, and may be offered through a variety of delivery systems.

Continuing education and outreach and service (CEOS) programs of Louisiana State University and Agricultural and Mechanical College must be clearly related to the purpose and mission of the University. All CEOS programs, both credit and non-credit, must be evaluated regularly. All CEOS programs offered for credit must comply with SACSCOC Criteria for Accreditation (see particularly Section IV), and must have properly complied with the approval processes of the Faculty Senate Courses and Curricula Committee. Non-credit continuing education programs should follow national guidelines for the recording of Continuing Education Units (CEUs). Units desiring to offer CEUs to be awarded by LSU should consult OCE.

Academic credit for work taken on a non-credit basis may not be awarded without appropriate documentation that the non-credit course work is equivalent to a designated course experience. In such a case it must be documented that the credit awarded for non-credit course work represents collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies equivalent to those of students in the University's degree programs, and that the course work was taught by faculty members qualified to teach at the appropriate degree level. All credit-bearing continuing education courses and activities must comply with the requirements of the [Principles of Accreditation](#).

The Louisiana State University LSU Online and Continuing Education (OCE) was established as the

centralized unit responsible for the administration and coordination of CEOS programs initiated by faculty, staff, and academic and non-

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IV. OPERATING PROCEDURES

The CEOSP Council will consist of seven voting and two **ex officio** members: two faculty appointed by the Faculty Senate Executive Committee for staggered three year terms; two representatives from colleges with significant CEOS program offerings, appointed by the Office of Academic Affairs for staggered three year terms; and one each appointed from the following units: LSU Online and Continuing Education, LSU Union Programming, and Recreational Sports. Representatives from the Office of Academic Affairs and the Office of Finance & Administration will serve as *ex officio* members. Voting members of the Council will recuse themselves from votes on proposals from their units. The Council will elect a chair and vice chair; the chair will have at least one year of experience on the Council. The ultimate goal of the Council will be to insure quality in

