NUMBER: ACAF 1.71

SECTION: Academic Affairs

SUBJECT: Noncredit Certificate Programs

DATE: December 1, 2005

REVISED: December 1, 2014

Policy for: Columbia
Procedure for: Columbia
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Issued by: Office of the Provost

I.   Policy

The Noncredit Certificate Program (NCCP) is an acknowledgment of individual participation in noncredit continuing education and generally is composed of multiple, pre-approved Continuing Education Unit (CEU) courses which have been purposefully joined together and sequenced to provide a comprehensive overview of a particular subject.

A.   Administrative Responsibility and Oversight

       The University of South Carolina, as an educational institution awarding CEUs, assumes administrative responsibility through the Office of the Provost and the Office of Continuing Education and Conferences (CEC) for all programs in which faculty or staff are applying for NCCPs to be awarded to program participants.

       1.   All colleges, schools and divisions of the University must seek prior approval of CEU and NCCP activity through CEC.

       2.   CEC will serve in the capacity of a clearinghouse for CEU and NCCP activity; will maintain documentation on curriculum and qualification of instructors, and will be the reporting entity for University CEU and NCCP activity.

       3.   The sponsoring academic department of any CEU or NCCP educational activity is responsible for ensuring that the quality of the educational experience is of high caliber and reflects the mission of the institution.

       4.   CEC (through the Office of the Provost) is vested with sole authority and exclusive right on behalf of the University of South Carolina to issue documents bearing the title "Continuing Education Unit" or "Noncredit Certificate" or bearing the appearance of an official certificate related to each approved program.

5. The Provost, determines fees associated with approval of Noncredit Certificate Programs and issuing related documents. Each sponsoring department or agency may determine fees charged to students for enrollment in noncredit activities and is responsible for payment of processing fees.

B. Definition of Noncredit Certificate Programs

1. A NCCP is defined as a means of recognizing successful completion of multiple, pre-approved Continuing Education Unit (CEU) courses which have been purposefully joined together and sequenced to provide a comprehensive overview of a particular subject.

2. Each component CEU course adheres to strict guidelines designed to assure proper documentation of noncredit activities on behalf of the University of South Carolina, an institution accredited by the Southern Association of Colleges and Schools and Commission on Schools (SACSCOC). Please refer to University Policy ACAF 1.72 Continuing Education Units for complete information.

C. Criteria for Program Approval

Each component CEU course is subject to University policy for Continuing Education Units. Departments interested in offering NCCPs should consult the Noncredit Programs Coordinator to determine eligibility for designing such programs and to initiate approval of such programs.

1. Each individual CEU course which comprises a Noncredit Certificate must be pre-approved by CEC, in accordance with University Policies and Procedures, prior to seeking approval of the NCCP.

2. Each Noncredit Certificate Program must be approved by CEC prior to the start date of the program in accordance with procedures determined by that office.

D. Program Formats

The format for each component CEU course that comprises the NCCP should be specified in the application for that course. It is not necessary for all courses in the NCCP to be offered in the same format. Please refer to University Policy ACAF 1.72 Continuing Education Units for approved program formats.

II.   Procedure

A.   Application Procedure

      1.   NCCP applications may be obtained through CEC and must be submitted to that office at least 30 business days prior to the start date of the program and approved prior to the actual start date.

      2.   Applications may be renewed at any time by submitting a renewal application at least 15 business days prior to the new start date of the program.

      3.   Information from the NCCP application is used to generate participant certificates; therefore, it is very important to be thorough when filling out the application. Incomplete application information will delay approval of the application.

III.   Related Policies

See also:

University Policy ACAF 1.70 Continuing Education and Conferences
University Policy ACAF 1.72 Continuing Education Units

IV.   Reason for Revision

Policy updated due to reorganization.