



Title: Continuing Education Activity Oversight Policy
Effective Date: May 2, 2022
Issuing Authority: Provost
Policy Contact: Vice Provost for Institutional Effectiveness
478-301-2070

Purpose

The purpose of this policy is to ensure that all continuing education activities offered through Mercer University are consistent with the mission of the University and that relevant University offices are aware of these outreach activities.

Scope

This policy applies to all students, faculty, and staff in Continuing Education Activities at Mercer University.

Exclusions

None

Policy Statement

Continuing Education Activities are defined as non-credit, structured educational programs designed to contribute to professional or personal enrichment. These activities include, but are not limited to, programs that result in a non-credit certificate and/or Continuing Education Units (CEUs) or other documentation or recognition of completion of the program. A structured, non-credit program seeking to improve work-related skills, provide personal learning enrichment, support community or economic development, or encourage civic engagement is recognized as a Continuing Education Activity.

Continuing Education Activities may be delivered synchronously or asynchronously. Formats may include, but are not limited to, workshops, conferences, seminars, training programs, professional or executive education, and short courses or modules. Continuing Education Activities are designed to meet specific outcomes and include a specific course of study.

Non-credit Continuing Education Activities require the review and approval of department chairs and deans, who are responsible for the program content and ensuring compliance with University policy. All continuing education activities must be documented and reported to the Continuing Education Committee who will review them and make recommendations to the Provost.

Additional Resources

Continuing Education Activities Form: <https://policies.mercer.edu/wp-content/uploads/sites/85/2025/07/Continuing-Education-Activities-Proposal-Form.pdf>

History

Approved by Provost D. Scott Davis, September 11, 2013

Revised May 2, 2022