

## Chapter 8

### **CONTINUING STUDIES POLICIES**

#### **I. CONTINUING STUDIES MISSION STATEMENT**

Continuing studies at Northwest Nazarene University (NNU) provides appropriate educational opportunities to assist constituents in personal and professional growth. Continuing studies strives to assist students in meeting the challenges of adapting to changing environments while maintaining Christian values. Major goals of continuing studies at NNU are to develop:

- a. Christ-like Character:  
NNU students will experience the service and personal attention that is the result of the interaction with NNU personnel who are committed to the standard of Christ-like Character.
- b. Academic Excellence:  
NNU students will demonstrate understanding and appreciation of the liberal arts, expertise in a major field of study, and professional growth. Throughout their lives they will endeavor to reach their potential and be transformed by their pursuit of knowledge about God and creation.
- c. Creative Engagement:  
NNU students will apply their natural gifts and acquired knowledge to respond creatively to life: producing original works of art, new synthesis of knowledge, novel expression of ideas, and inspired solutions to problems – in the home, the workplace, the church, and the greater community.
- d. Social Responsiveness:  
NNU students will be faithful stewards of their knowledge, skills, and resources, and be agents of social justice and divine mercy. Compassionately they will show love for people of all faiths and cultures, identify with and advocate for those in need – locally and globally.

#### **II. DESCRIPTION**

Continuing studies at NNU is responsible for developing and managing educational opportunities other than undergraduate and graduate degree programs. Examples of continuing studies programs include undergraduate and graduate course offerings, professional development, study tours, conferences, workshops, and campus institutes. Programs are continually being developed to meet the needs of our constituencies with high quality offerings.

Administrative services in continuing studies are divided into five categories. They are the Center for Professional Development, Concurrent Enrollment Partnerships, Express Education, Study Tours and Summer School.

1. Center for Professional Development  
Professional Development offerings are university academic department/school sponsored activities and courses presented for the purpose of organizational improvement or career enhancement presented outside of the undergraduate or graduate degree programs.

2. College Programs for High School Students

a. Concurrent Enrollment Partnerships

Concurrent Enrollment partnerships are agreements designed to unite the services and facilities of the university with senior high schools and home schools for the purpose of enriching the educational opportunities of high performing pre-college students. Concurrent high school and university credit is earned by high school students for learning achieved in a university class taught at the high school by NNU-approved high school instructors. Each high school instructor has the benefit of a collegial relationship with a university professor in their discipline.

b. Express Education Program

The Express Education program provides high school students who have demonstrated high academic ability the opportunities for continued academic challenge while preserving enrollment and participation in their high school. Express Education students are enrolled in traditional on-site lower division undergraduate courses at NNU.

3. Undergraduate Programs

a. Study Tours

Travel tours include the instruction and study of content, culture, arts, architecture and language by presenting undergraduate and graduate degree courses in locations and settings that would enhance learning.

b. Summer School

Summer School consists of two terms of four weeks during which selected undergraduate degree courses are presented.

### III. QUALITY CONTROL GUIDELINES

The director of continuing studies, the appropriate school dean/department chair, and the program coordinators share in the responsibility of maintaining high-quality offerings in continuing studies. The following guidelines shall apply:

- A. Programs shall comply with the standards of the Northwest Association of Schools and of Colleges and Universities.
- B. Programs shall be administered in compliance with all policies and procedures of Northwest Nazarene University.
- C. Programs shall be planned within the strategic structure of the department/school/university.
- D. Classes or programs sponsored or co-sponsored by continuing studies shall not be scheduled on Sunday except courses offered as part of a church program.
- E. When planning new programs quality considerations shall include:
  - 1. Congruence with NNU mission and institutional outcomes
  - 2. Academic quality
  - 3. Program emergence from university strength
  - 4. Adequate learning resources
- F. When planning new programs quantitative measures shall include:
  - 1. Number of learners served
  - 2. Number of credits generated
  - 3. Financial support with promise of return to the university

#### IV. CONTINUING EDUCATION UNITS AND NON-CREDIT

Northwest Nazarene University measures post-secondary courses and programs not offered for academic credit with Continuing Education Units (CEUs). A CEU is defined as ten contact hours of participation in an organized continuing studies experience under responsible sponsorship and qualified instruction. Attendance and evaluation are determinants in the awarding of CEUs. CEU courses appear on the official university professional transcript.

CEU and non-credit certificates in professional development courses will be issued to students who request them if they register, pay the fee, and attend class a total of ten hours per unit. Full-time students who are currently enrolled in undergraduate courses may be issued CEU certificates upon request if the student is currently enrolled in 12-19 credits and if they attend and participate in all class sessions totaling ten contact hours per CEU unit. Fees for those students will be waived.

A non-credit course offering in professional development will designate non-credit for a series of courses offered through NNU. These courses would lead to a test for certification, certification or verification that a body of knowledge has been acquired, as reported to a governing body outside of NNU.

#### V. OUT OF STATE COURSES AND PROGRAMS

Northwest Nazarene University will consider proposals and programs to be delivered at any location within the specified educational service area. The following guidelines will be used in assessing the university's involvement in delivery of programs outside the state of Idaho:

- A. Under normal circumstances courses and programs will be offered within the accreditation area approved by the Northwest Association of Schools and of Colleges and Universities. The area includes Washington, Oregon, Idaho, Alaska, Montana, Utah, and Nevada, Wyoming and Colorado.
- B. On-site delivery of courses offered outside the approved service area must have the advanced written approval of the dean, department chair, the director of continuing studies and the Northwest Association of Schools and of Colleges and Universities.
- C. On-line courses sponsored by NNU may be approved and delivered based on needs of individual students.

#### VI. FACULTY

- A. **NNU Faculty Utilization**  
Whenever possible and appropriate to the constituents' needs, regular NNU faculty members are invited to teach courses offered through continuing studies. If no regular faculty member is available, appropriate, or qualified, other qualified persons may be engaged.
- B. **Instructors**  
Instructors may be employed to teach specific continuing studies courses and to provide designated educational service through an academic department. Instructors have no continuing relationship with the university or with continuing studies. All instructor credentials must be approved by the academic department chair. Those credentials remain on file in the respective department offices.

Status as instructor begins at the start of the contracted involvement and ends upon completion of the contract period. Such service does not accrue in any way toward regular faculty status, and instructors may not use their service as adjunct faculty members toward sabbaticals or fringe benefits at the university. All instructors are expected to maintain the university's standards of moral, ethical, and

professional conduct while relating to NNU programming and students. Instructor remuneration is made after grades are submitted to the Registrar's Office.

1. **Instructor Qualifications**

Institutional acceptance of instructors will be made upon the following considerations:

- a. Minimum of a Master's Degree in the discipline (exceptions may be made for people with unique skills/knowledge in a field).
- b. Knowledge of content to be taught.
- c. Awareness of the unique ministry of NNU in higher education and respect for that commitment.
- d. Current vita on file signed by the instructor indicating a pledge to respect the university's Christian commitment and uphold the current academic and behavioral standards while in contact with NNU students and programs.
- e. Vita reflects evidence of recent successful instruction.

2. **Instructor Responsibilities**

Instructors are expected to:

- a. Organize courses
- b. Prepare course syllabus
- c. File course syllabus
- d. Assist with publicity
- e. Conduct classes
- f. Report changes in schedules or curriculum
- g. Assign and submit grades
- h. Conduct course evaluations

3. **Instructor Compensation**

The director of continuing studies shall provide procedures for specific compensation calculations and shall consider the following:

- a. Institutional base salary
- b. Earned degree
- c. Number of course credits.

## VII. SALARY SCHEDULE

The following policies do not necessarily apply to salaries paid to instructors by institutions co-sponsoring a course with NNU.

The salary will be calculated using the following scale based on a four-semester credit course. Courses given for varying amounts of credit will be computed proportionally.

BA level	.108 X base salary
MA level	.12 X base salary
MA + 20/40 level	.135 X base salary
Doctorate level	.15 x base salary

If less than the minimum number of students is enrolled, the tuition per person will be divided 65% to the instructor and 35% to the institution. Courses that have market value above the policy minimum may be negotiated on a percentage basis.

Undergraduate classes must enroll eight (8) students or more for the professor to receive full salary. Classes with fewer than eight (8) students will be reimbursed at the rate of 1/8 salary for each student enrolled. Double numbered courses (400/500) will be treated as one course and will require a minimum of eight (8) students. Faculty salaries for study tours in a calendar year shall be set at the same levels as summer school salary rates for the summer school of that calendar year.

Faculty salaries for independent studies will be calculated as follows: salary x degree x credit factor equals salary divided by 8 equals per student x .55.

## **VIII. CANCELLATION POLICY**

A course pre-registration deadline shall be set at a minimum of two weeks prior to the beginning of the course. At that date the instructor shall decide whether to teach the course for the number of pre-registered students or request that the course be cancelled. The summer school director may choose to guarantee some classes to build the summer school curriculum. In those cases, the faculty member will receive full compensation for teaching a class if it has a registered student. If the class has no registration, then the professor will be given pro-rated compensation for the class preparation.

## **IX. PROGRAM, COURSE, AND CURRICULAR AUTHORITY AND APPROVAL**

### **A. Authority**

Continuing studies has authority delegated by the school dean/department chairperson to organize and administer curricular programs. Continuing studies within academic departments may establish courses, conferences, special programs and certificates as needed and approved.

### **B. Approval Process**

All programs, courses, and activities in continuing studies must be organized under the supervision of the continuing studies coordinator and the appropriate department chairperson. The department chairperson must approve all programs, courses, and activities, and must have access to the syllabus, instructor's vita, course description, and adjunct faculty appointment forms.

The following will be considered when approving or disapproving programs or courses:

1. Programs must be developed with the academic department chair and the appropriate continuing studies coordinator.
2. Programs must have the approval of the school dean/department chair
3. Programs must have the approval of the director of continuing studies.
4. Considerations for approval include, but are not limited to:
  - a. NNU mission match with university outcomes and objectives
  - b. Significance of need in the field
  - c. Curriculum
  - d. Faculty
  - e. Capacity
  - f. Accreditation standards

- g. Interface with NNU programs
  - h. Impact on campus programs
5. Considerations for approval in regard to program administration include the following:
- a. Implementation calendar
  - b. Facility needs
  - c. Learning resources
  - d. Evaluation system
  - e. Similar programs in other Christian universities
  - f. Budgetary considerations

## **X. CO-SPONSORSHIP OF COURSES AND PROGRAMS**

Continuing studies in each department may contract to offer university credit for courses given by other agencies.

## **XI. CREDIT COURSE GUIDELINES**

Continuing studies courses administered through academic departments must conform to the following guidelines:

- A.** An instructional hour is 60 minutes in length, excluding breaks, with these exceptions:
  - 1. A 50-minute hour may be utilized for on-campus courses.
  - 2. A 50-minute hour may be used in those disciplines whose accrediting agencies give explicit approval for a 50-minute hour.
- B.** A minimum of fifteen faculty directed student instructional hours is required for each semester credit, with additional professional application of the course content required beyond the class period. A one-semester credit course must extend over a minimum of two days with a required application product, and a two-semester credit class must extend for four days with a required application product. A three-semester credit course must extend over five days. Workshop experiences will maintain the contact time requirements with adjusted out-of-class requirements, as appropriate.
- C.** Courses for credit may be evaluated pass/fail, or with letter grades. The department chairperson must approve the grading plan in advance.

## **XII. STUDY TOURS**

Curriculum approval, curriculum planning, and faculty approval for study tours is done in the academic department sponsoring the program and must be approved by that department chair, the school dean, and the director of continuing studies.

The level of staffing must be justified by the educational objectives of the program. As per university policy, special care must be given in justifying use of spouses and tour professors as paid members in tour programs.

### **Budget for Study Tours**

Budget planning for a tour program shall be done in conjunction with the continuing studies coordinator, and the school dean/department chair. The director of continuing studies and the vice president of financial affairs shall

give final approval of the tour budget. Each program must generate enough funds to cover all costs for the program. Items such as salaries, transportation, meals, rooms, advertising, tickets, insurance, visas, currency exchange and inflation must be considered.

With the exceptions of study tour leaders, faculty, or assistants, all individuals accompanying NNU-sponsored study tours must enroll for credit or CEU for that tour. In addition, each student must pay the tuition established for tour programs. Students will be expected to sign a contract with the university and pay deposits in advance of the trip. The deposit schedules will be consistent with the cash flow requirements of the tour program.

The continuing studies coordinator will establish the criteria necessary for decisions regarding cash flow and whether or not the tour is a “go.”

### **XIII. PROFESSIONAL CONFERENCE PARTICIPATION**

Credit will not be given for conference attendance; however, participation in professional conference may be approved as an activity that is part of a course/workshop. Participants in a professional conference must attend specified sessions at the conference to meet course credit requirements. The instructor shall prepare and submit a course/workshop syllabus. In addition to this requirement the instructor shall designate the specific conference sessions that will count toward meeting the course/workshop requirements. The courses/workshops shall be subject to regular university course approval policies of NNU.

### **XIV. BUDGET PROCESS**

Although the primary focus of continuing studies is one of service, each activity is expected to be self-supporting after an initial development period. Net dollar goals shall be established annually for departments with continuing studies offerings, the amounts to be included in the general budget for the institution. Programs that are consistent with NNU continuing studies goals/guidelines and which may be expected to raise net revenues within the fiscal year may be added. New offerings which cannot be expected to break even by the end of the fiscal year must have the prior approval of the director of continuing studies in consultation with the Vice Presidents of Academic and Financial Affairs.

All direct cost including salaries must appear as direct costs on department and school financial statements. No permanent staff may be added without prior approval of the vice president for academic affairs, and the president of the university.

#### **A. Budget System Development and Responsibility**

The budget is to be considered a planning document in as much as it is the monetary resource plan of continuing studies. It is considered a control document to monitor the revenue and expenditures of continuing studies.

Across campus continuing studies and each department with a continuing studies component shall be included in an integrated university-wide continuing studies budget. Revenues and expenses from offerings will be assigned to the appropriate area sub-budget as accrued. Department budget responsibility for continuing studies expenditures is delegated to the department chairperson. The continuing studies budget development is the responsibility of the director of continuing studies. The budget will be developed each year with the fiscal year beginning July 1 and ending July 30. The budget shall be built from zero each year. It shall be developed with the participation of the school dean/department chair, continuing studies coordinator and the approval of the director of continuing studies and the vice president of academic affairs. The continuing studies coordinator shall make budget requests and the department chairperson shall be the budget officer responsible for the accounting and disbursement of funds. The director of continuing studies shall be the budget supervisor of continuing

studies budgets. Semester reports for the budget will be filed with the vice president for academic affairs.

**B. Revenue and Expense Accounting**

All continuing studies revenues and expenses should be attributed to the appropriate account in the fiscal year and the semester in which they are earned or expended. Accounts shall be subject to standard accounting practices of the university.

## **XV. CONTRACT REVIEW**

The following protocol will be used for contract review and approval:

- A. The current Signature Protocol will be used for approval of expenditures and contracts.
- B. The department chair shall approve in-budget personnel contracts for continuing studies-related faculty.
- C. Any contract with an outside agency that commits the university to amounts of more than \$20,000, or which has a life of more than one year, must be approved in advance by the vice president for financial affairs.
- D. Contracts developed for new programs will be reviewed for correct and adequate business and legal counsel before final approval is given per the above provisions.
- E. Only university officers will sign contracts.

## **XVI. FACILITIES USAGE**

The facilities of Northwest Nazarene University are constructed and dedicated to the housing of university activities designed to promote its mission. Continuing studies as a duly constituted program makes use of the entire university facility and shall be scheduled as a regular part of university life. Continuing studies shall coordinate the scheduling of facilities for continuing studies purposes through the master facility schedule.