



# TEXAS TECH™

## Operating Policy and Procedure

### **OP 30.05: Office of the Provost Non-Credit Activities**

**DATE:** December 9, 2024

**PURPOSE:** This Operating Policy/Procedure (OP) defines the role of the Office of the Provost in creating non-credit educational activities, as outlined in *The Principles of Accreditation: Foundations for Quality Enhancement* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 2024.

**REVIEW:** This OP will be reviewed every two years after publication by the Office of the Provost with substantive revisions presented to the Vice Provost for Academic Innovation and Student Success, the Vice Provost for Texas Tech Online, and the Provost and Senior Vice President (PSVP).

### **POLICY/PROCEDURE**

#### **1. Definition**

For the purpose of this OP, the activities referred to are defined as, but not limited to, non-credit courses, microcredentials, workshops, institutes, seminars, certificate programs, clinics, conferences, trainings, or other special training activities (hereafter referred to as non-credit educational activities) sponsored by Texas Tech University, which involve academic instruction often leading to the granting of continuing education units (CEUs) or other similar educational measures such as digital badges. University Youth Programs (camps for minors) are excluded from this policy. Any non-credit programs not listed herein will be reviewed for exclusion on a case-by-case basis.

#### **2. Program Approval and Responsibility**

Although there are several units of the university providing non-credit activities, Texas Tech Online in the Office of the Provost is the official unit designated to coordinate and administer all non-credit and non-credit to credit educational activities of the university. For any non-credit educational activities as defined above, approval must be obtained through Texas Tech Online.

#### **3. Service Fee**

A service fee will need to be factored in by the department to cover the costs of TTU Online support services for the non-credit educational activities. Contact the CEU and Registration Coordinator at TTU Online for a fee structure list.

#### **4. Continuing Education Units (CEUs) and Digital Badges**

Institutional CEU certificates and digital badges may only be issued by the Office of the Provost and can be provided for programs with one or more hours of organized instruction. This also

applies to other CEU-type activities as defined in [OP 30.10, Conversion of Alternative Non-Credit Activity to Semester Credit Hours](#). Information about the requirements and approval process can be found on the [TTU Online website](#).

Institutional CEUs and digital badges will be recorded on an individual transcript but do not equate to traditional academic credits. The requirements for converting non-credit to credit activity are detailed in [OP 30.10, Conversion of Alternative Non-Credit Activity to Semester Credit Hours](#).

## **5. Responsibility for Academic Standards and Control**

The academic content of conferences or non-credit educational activities is the responsibility of the sponsoring department, college, school, or university unit as defined by SACSCOC. The academic sponsor will work with TTU Online to ensure academic standards of quality and rigor are met when developing program content.