

## **TARLETON STATE UNIVERSITY**

### **CONTINUING EDUCATION ACTIVITY APPROVAL PROCESS**

The Texas A&M University System requires Tarleton State University to report revenues, expenses, number of courses, and number of students served yearly in non-state funded (or continuing education) courses. The following process is intended to assist departments with planning and to facilitate careful record keeping for reporting purposes and compliance with [TAMUS Policy 28.02](#).

1. Determine the course need and develop a course description.
2. Complete the Continuing Education Activity Proposal utilizing the provided template.
3. Complete the top portion of the Signature Form and obtain the appropriate signatures for the Request and Support portions.
4. Return the Proposal and Signature Forms to Academic Outreach & Engagement for review by the Non-State Funded Course Group. (Box T-0010)
5. Upon approval by the Provost and Executive Vice President for Academic Affairs, complete the Continuing Education Activity Funds Form (and included New Account Request) and Continuing Education Course Creation Form.
  - a. The Funds form will list the appropriate accounts for funds to be allocated and provide the status of a contract, if required.
  - b. The Course Creation form will provide information for Academic Outreach & Engagement to market the course and for the Office of the Registrar to create the course in Banner.
  - c. Both forms should be returned to the Academic Outreach & Engagement before the first course meeting.
6. On, or before, the first day of class, have each student fill out a Continuing Education Registration Form and return to the Office of the Registrar.
7. Upon completion of course, provide grades or notice of completion to the Office of the Registrar.

Please feel free to contact the Academic Outreach &  
Engagement for assistance.

**254-968-9559**  
**[www.tarleton.edu/aoe](http://www.tarleton.edu/aoe)**