



Campus Administrative Policy

Policy Title: Use of Campus Facilities for Continuing and Professional Education

Policy Number: 3039

Functional Area: **General Administration**

Effective:	March 15, 2006
Date Last Amended/Reviewed:	October 2, 2018 (Legal Review)
Date Scheduled for Review:	July 1, 2013
Supersedes:	First section of Extended Studies Policies - Criteria for On-Campus/Off- Campus, October 1996
Approved by:	Mark Heckler, Provost and Vice Chancellor for Academic and Student Affairs
Prepared by:	Continuing and Professional Education Policy Taskforce
Reviewing Office:	Provost and Executive Vice Chancellor for Academic and Student Affairs Senior Vice Chancellor for Administration and Finance and Chief Financial Officer—CU Denver
Responsible Officer:	Provost and Executive Vice Chancellor for Academic and Student Affairs
Applies to:	University of Colorado Denver

A. INTRODUCTION

The purpose of this policy is to specify when Continuing and Professional Education (CPE) activities may be scheduled in the facilities of University of Colorado (CU Denver).

B. POLICY STATEMENT

Courses which are reportable for state funding (D1) must be held on campus unless they have special approval from CCHE and therefore D1 courses must have priority over CPE activities in the allocation of classroom space. The Registrar is responsible to ensure that these courses are appropriately roomed.

1. General Assignment Classrooms.
2. CPE credit courses (D2) may be scheduled in general assignment classrooms EXCEPT during the spring and fall semesters from Monday through Thursday, starting at 9:45am and ending at 7:00pm. The Registrar may tighten or relax those

time constraints as necessary to assure resident (D1) instruction courses are properly roomed.

The Monday-Thursday limitation does not apply:

- a. When the offering is part of an approved contract or memorandum of understanding that includes both D1 and D2 offerings, e.g., an agreement between a college/school and an external agency that includes both D1 and D2 offerings in the same program.
- b. When a classroom is still available on the established main campus census date of the spring or fall semester.

CPE Non-credit (D3) courses may not be scheduled in general assignment classrooms during the spring and fall semesters until the established main campus census date.

3. Other Downtown Campus space

The use of campus space for CPE activity (other than general assignment classrooms) is subject to the approval of the Administrator or Dean of the School or College responsible for managing that space, or his/her designee. Approval shall be consistent with the principle that D1 resident instruction has priority for classroom space.

4. The Registrar shall interpret this policy and review requests for exceptions. Appeals of the decision of the Registrar shall be reviewed by the Associate Vice Chancellor for Faculty Affairs and decided by the Provost.

Notes

1. Dates of official enactment and amendments:
Adopted/Approved on March 15, 2006 by Provost
October 2, 2018: Legal Review—no change
October 12, 2018: Reformatted
2. History:
October 2, 2018: Legal review conducted to ensure compliance with newly updated Regents Article 1.E./Policy 1.D, Freedom of Expression.
October 12, 2018: Reformatted to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
3. Initial Policy Effective Date: March 15, 2006
4. Cross References/Appendix:
 - a. [Regents Article 1.E/Policy 1.D, Freedom of Expression.](#)