OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Professional & Continuing Education (PACE) Services

NUMBER: 195

AUTHORIZING BODY: President's Cabinet

RESPONSIBLE OFFICE: Finance & Administration and Academic Affairs

DATE ISSUED: September 2025

LAST UPDATE: November 2026

LAST REVIEW: November 2026

RATIONALE: PACE serves Oakland University (OU) by providing independent fee-based non-credit Instruction; services to other OU academic and administrative units (collectively, Units) for fee-based non-credit Instruction; and coordination and/or execution of Custom Programs. This Policy establishes the PACE scope of authority and a means by which PACE and other Units can participate in revenue sharing and coordinate funds between them.

POLICY: All Non-Credit Programming at OU is led by and through PACE. This includes External Entity communication, business development, scope of work and program planning, budget reviews, marketing, enrollment, and certificates and micro-credentialing (if applicable). In addition, the PACE website will be used to advertise all Non-Credit Programming. Non-Credit Programming will be initiated via the PACE Non-Credit Request Form. If applicable, PACE will establish the Master Program Agreement or contract with any External Entit(y/ies) and coordinate the Academic Affairs Agreement for standard approval routing.

PACE also coordinates for-credit programming for Custom Programs. This is done in partnership with and with Instruction provided by the OU academic Units.

For Custom Programs, the Unit should contact PACE well in advance to discuss and plan for Custom Programming ideas. PACE will also contact Units with non-credit and/or for-credit programming ideas/requests from External Entities. In all cases, PACE will work with External Entit(y/ies) for such programs and coordinate communication between the External Entit(y/ies) and the Unit(s) with the exception of grant-funded programs. For grant-funded programs, the Research Office works with and coordinates communication between the grant-funding External Entit(y/ies) and the Unit(s).

PACE has the authority to establish revenue sharing for Non-Credit Programming with other Units and to deduct various standard fees, service charges, and other costs which will be outlined in a PACE Services Agreement. Non-Credit Programming and related PACE program revenues will flow into PACE and where applicable, be transferred to other Units per the PACE Services Agreement. Non-Credit Programming funded by grants will flow into the Office of Sponsored

Programs and be dispersed according to the award terms and conditions and as reflected in the PACE Services Agreement. For-credit program pricing is established by the current tuition rates approved each year by the Board of Trustees, or for cohort programs (refer to Flexible Cohort Pricing Model in Appendix), the Senior VP Finance and Administration and Executive VP for Academic Affairs and Provost. For-credit revenues will flow into Student Business Services and be dispersed per the PACE Services Agreement.

SCOPE AND APPLICABILITY: All University departments and employees must adhere to this policy when programming non-credit Instruction and programs.

DEFINITIONS:

Custom Programs: Non-credit or for-credit programs that involve External Entities.

External Entity: Any entity external to OU (corporate, government, etc.) that is or may be a customer or supplier of OU for Non-Credit or for-credit Programming.

Instruction, Training and Development (collectively "Instruction")**:** The structured process of teaching specific knowledge or skills; practical application of learning aimed at improving performance in a specific job or task; and broader, long-term growth of a person's abilities, knowledge, and attitudes beyond their current role, respectively.

Master Program Agreement: Agreement between PACE and corporate and/or government entities that defines the scope of work, timing, pricing and other pertinent details related to Non-Credit Programming PACE and/or other Units are providing to that External Entity.

Non-Credit Programming: Instruction, Training and Development that is not tied to formal degree programs and is generally concentrated on workforce development and readiness, skills enhancement (upskilling and reskilling), and lifelong learning; and is exclusive of OU INC, career and life design, philanthropic, and non-profit community outreach activities.

Non-Credit Programming includes but is not limited to extended coursework, workshops, camps, and one-time events, and may involve licensure, certification, and micro-credentialing.

PACE Non-Credit Request Form: Form that initiates request for new OU Non-Credit Programming and that requires review and authorization by PACE and other Unit(s) involved.

PACE Services Agreement: Agreement between PACE and other Units that outlines services and materials provided by PACE and their related costs; and establishes revenue sharing between all the involved Units for Non-Credit Programming and other PACE programming.

PROCEDURES:

Approved programs will be executed per the PACE Handbook (see appendix).

RELATED POLICIES AND FORMS:

PACE Non-Credit Request Form

APPENDIX:

Flexible Cohort Pricing Model – Board of Trustees April 6, 2020

PACE Handbook