

Extended and Continuing Education

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The Division of Extended and Continuing Education is an academic unit of the University of Connecticut with the primary responsibility for meeting the educational needs of adults. In the tradition of the land grant mission, the Division is committed to extending the resources of the University to a wide range of constituencies and offering high quality programs and services to diverse populations throughout the state, the region, and abroad. The Division integrates its programs, services, and research with the general program of the University and fosters effective coordination of University-wide efforts for the benefit of adult learners. The Division also coordinates outreach services and programs offered by or in conjunction with other University units and enables external constituencies to avail themselves of the University's resources. The Division adheres to standards of excellence consistent with the flagship status of the University. Its activities secure national and international recognition for the University and enhance the cultural, economic, and social well-being of the state and its citizens.

The Division's administrative offices and most of its various components are housed in the Bishop Center for Continuing Education, which also offers facilities for conferences and professional meetings. In addition, Division staff at all Regional campuses provide advisement and support services to BGS and non-degree students.

Office of External Relations

The Office of External Relations serves as a program consultant and resource to the University community and to the general public. It acts as liaison between Division program needs/interests and the resources of the University, government agencies and external groups by researching and developing areas applicable to continuing education programming. In addition, the Office oversees and facilitates efforts to secure sponsored project funds, including development of proposals, fund-raising projects and programs.

The Marketing Communications department, within External Relations, provides comprehensive services to all departments within the Division including editing, design, production, and dissemination of promotional and informational materials. It plans and carries out marketing communication strategies to increase exposure and interest in the Division's programs and services.

Office of Credit Programs and Continuing Studies

The Office of Credit Programs and Continuing Studies is responsible for the coordination and administration of all programs, courses and activities offered through Continuing Education involving academic credit. These include the University's Summer Sessions, the Bachelor of General Studies (BGS) degree program, graduate level courses for part-time students, extension credit-bearing courses at special sites, and other special academic programs carrying, or related to, academic credit. The Office of Credit Programs and Continuing Studies is also responsible for the administration of the University's Non-Degree Study program which enables qualified individuals to take regular, academic credit courses at the University without being admitted to an undergraduate or graduate degree program. Educational counseling is available at each regional campus and at Storrs for individuals wishing to enroll in credit courses. Additional information on any of these programs, courses or activities at Storrs or at any campus of the University may be obtained by contacting: The Office of Credit Programs and Continuing Studies, University of Connecticut, One Bishop Circle, U-56C, Storrs, CT 06269-4056; telephone (860) 486-3832; fax (860) 486-3845; or E-mail to conted3@uconnvm.uconn.edu

Bachelor of General Studies

The Bachelor of General Studies (BGS) is a junior-senior level interdisciplinary degree program for adult part-time students. It is designed primarily for: (a) people who have completed an associate's degree (or at least 60 credits) and now seek a bachelor's degree in order to achieve vocational, personal, or professional goals; (b) people who have completed an associate's degree (or its equivalent) in a vocational or technical field and now wish to obtain a bachelor's degree with a broader, more general academic focus; or (c) people who already have a bachelor's degree and want to earn a second degree as a way to prepare for a new career or explore a new area of study.

The BGS program provides flexible arrangements for part-time students whose employment, personal circumstances, or interests do not permit enrollment in traditional full-time residential study. Within certain restrictions, course work may be taken at any campus of the University of Connecticut and at other colleges or universities for transfer into the BGS program. The program of study for each student is tailored to that student's individual needs, desires, and goals.

The information provided in this Catalog summarizes minimum admission and degree requirements for the BGS program. Additional information on rules and regulations, application procedures for admission, refund policy, etc., may be found in special BGS publications.

Admission Requirements. The BGS program is an Upper Division or junior-senior level program of the University. Individuals seeking admission must have completed either an associate's degree or a minimum of 60 semester credit hours from a regionally accredited college or university. Applicants must also complete special application forms and be interviewed by a program counselor.

Bachelor's Degree Requirements

Upon recommendation of the faculty, the degree of Bachelor of General Studies is awarded by vote of the Board of Trustees to students who have: (1) earned a total of at least 120 credits (including at least 60 credits awarded upon admission); (2) earned at least a 2.0 grade point average for all calculable Upper Division course work; and (3) met the requirements described below:

I. General Education Requirements

BGS students admitted under the *1999-2000 Catalog* are subject to the University's general education requirements specified in the Appendix. A BGS student may petition for a waiver of the Group 1 (Foreign Language) requirement and of the one semester laboratory science portion of the Group 8 (Science and Technology) requirement through the campus BGS Counselor.

All BGS students are subject to the University's credit restrictions outlined in the Academic Regulations section of this *Catalog*.

II. BGS Program of Study Requirements

All BGS students must complete an approved program of study which includes:

- A. At least 30 credits of course work taken at any campus of the University of Connecticut;
- B. At least 30 credits in junior-senior level courses (numbered in the 200 series at the University of Connecticut or approved as the equivalent level for transfer from other institutions); and,
- C. The Bachelor of General Studies Summary Project, a three credit Upper Division course which may be applied to requirement A and B directly above. A BGS student may petition the Dean for a waiver of this summary project course and to substitute another course in its place.

Scholastic Standards. Students in the BGS program are subject to the minimum scholastic standards applicable to all Upper Division students of the University for continuation as degree seeking students.

Residency and Eight-Year Rule. The University ordinarily requires students to complete the last two semesters of study at the University of Connecticut and to complete all courses used toward a degree within eight years. However, the University realizes that these requirements may be unrealistic for all BGS students given the nature of the BGS program. Requests for exceptions to these requirements can be made through the campus BGS counselor.

Office of Public Service and Applied Research

The Office of Public Service and Applied Research is administered by an assistant dean who is responsible for the administration of a wide variety of continuing education and training programs offered by the Institute of Public Service, the Center for Professional Development, the Center for Economic Education, the Center for Learning in Retirement and the Community School of the Arts. Programs are supported by the University Conference Service. These programs link the University with significant state, national and international constituencies, and offer university-level non-credit courses in a variety of settings and locations, often in conjunction with other colleges, schools, and departments of the University.

Center for Professional Development and University Conference Services

The Center for Professional Development serves a wide range of individuals in professional, business and career fields. Programs are offered in Storrs and throughout Connecticut for regional, national and international audiences. The Center offers non-credit programs of the highest quality in many educational formats including: seminars, short courses, certificate programs, scholarly symposia, research briefings, workshops, conferences, institutes and programs which use the latest forms of educational technology. Programs are designed to build on the strengths and expertise of the University's faculty and their academic and research units for the purpose of assisting participants to become more effective in their professional roles.

Center programs are planned and conducted in collaboration with the various academic and research units of the University, professional associations, public and private agencies, and cultural and civic organizations. The University of Connecticut Center for Professional Development offers a full range of program development activities from long-range planning and marketing research, to needs assessment, program design, marketing and comprehensive program evaluation.

The major focus of the Center is on the development of selected continuing professional education and short courses in the form of public offerings and customized programs conducted on site in response to the specific educational needs and concerns of sponsoring business, industry and government organizations. Call (860) 486-3231 for program information.

Institute of Public Service (IPS)

The Institute provides assistance to state and local governments through 1) training and continuing professional education; 2) public policy analysis; 3) research, consultation, and technical assistance; 4) publications; and 5) citizenship education. IPS educational programs help keep Connecticut citizens better informed on public policy issues affecting them and provide state and local public officials with the knowledge and skills to be more effective in providing service to the people of Connecticut.

Center for Economic Education (CEE)

The University of Connecticut Center for Economic Education provides programs to develop an understanding of economics and the American Economic system. Teacher in-service education and the Connecticut Stock Market Game are two major areas of programming which reach adults and youngsters in over 100 municipalities in the State. Founded in 1953, the Center aims to provide economic education so that Connecticut citizens can become smarter consumers, more intelligent workers, and better informed voters.

University Conference Services

The University's Conference Service exists to assist the sponsor in the planning and management of significant meetings, seminars, and conferences officially sanctioned by the University. The service can provide planning and logistical support for any appropriate academic or research oriented occasion at a level of involvement determined by the sponsor. Whether a room is needed in the Bishop Conference Center or several rooms and additional space are needed on the Storrs Campus, University Conference Services can accommodate that need. Off-campus, UCS is able to assist with the bid process in securing an appropriate hotel or meeting space and also work with the sponsor in the planning process with special attention to detail. Call University Conferences Services at (860) 486-1052.

Center for Learning in Retirement (CLIR)

The Center for Learning in Retirement was established in 1990 to provide opportunities for intellectual stimulation and continuing education for the growing population of retirement-age men and women in the State.

Operated by and for the members, the Center's unique focus is on study groups, lectures and activities which are both developed and led by peers. In addition to study groups and courses, other activities include special lecture series, short workshops, educational tours, and varied social activities. Members serve on committees to develop policy, plan curriculum, recruit discussion leaders and course instructors, and actively maintain liaison with University administration.

The Center's affiliation with Elderhostel's Institute Network provides national linkage with other similar university centers and institutes.

Community School of the Arts (CSA)

A community arts outreach program located on the scenic grounds of the Mansfield Depot Campus, the Community School of the Arts offers high quality, professional instruction in music, art, and drama to over 2000 children and adults living in Eastern Connecticut. A full member of the National Guild of Community Schools of the Arts, CSA sponsors recitals, concerts, art exhibits and festivals and works in partnership with the Greater Mansfield Council for the Arts which is also housed at the Mansfield Depot Campus. For information about specific programs, call (860) 486-1073.