

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
OFF-CAMPUS DISTANCE AND CONTINUING EDUCATION

CU-PVPA- **PROFESSIONAL DEVELOPMENT COURSES**
C&I-PD-1

Description:

Document programs and seminars offered for business and industry by the university. Includes Registration Confirmation/Invoice, participant information, general program information, amount fee, amount received, payment received, balance due, and date confirmation mailed; registration form and copies of invoices or letters of intent; Fee Collection Report, Class Summarization, change form, seminar check lists, and class roster.

Retention:

5 years; destroy.

Schedule approved 11/30/87

CU 11502 **PROFESSIONAL DEVELOPMENT COURSE
EVALUATIONS**

Description:

Documents course evaluations by participants in professional development courses. Included are Program Evaluation sheets, title of seminar, date, name and address of participant, organization name and address, and comments; Evaluation Summary Forms, program development number, title, speaker, rating, location, and date.

Retention:

Evaluation Summary Forms: 10 years; destroy.
All other records: 4 years; destroy.

Supersedes CU-PVPA-C&I-PD-5

Schedule approved 4/17/00

CU 11503 **IN-HOUSE PROGRAMS (COURSE FILES)**

Description:

Document programs presented by Off-Campus Distance and Continuing Education at various industrial sites. Includes evaluations, number of participants, list of participants, invoices for program costs, course accounting sheets, travel vouchers, direct purchase vouchers, biographical sketches of speakers, and program workbooks.

Retention:

5 years; destroy.

Supersedes CU-PVPA-C&I-PD-2

Schedule approved 4/17/00

CU 11504 **WORKBOOKS FOR PROFESSIONAL DEVELOPMENT COURSES**

Description:

This series consists of workbooks for professional development courses. These workbooks are distributed to students and include agendas for seminars and courses, handouts, brochures, and biographies of speakers.

Retention:

University office: Until no longer needed for reference.
University Archives: Selection of needed documentation;
permanent.

Supersedes CU-PVPA-C&I-PD-3

Schedule approved 4/17/00