

**SUBJECT: Continuing Education Units (CEUs)**

**PURPOSE:** Recognizes participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**REGULATION:** One CEU is defined as ten contact hours of participation.

**CONDITIONS:**

1. CEUs reflect attendance only.
2. Course content and instructor credentials are approved by the appropriate college department.
3. CEUs do not count toward college credit.
4. CEUs are non-credit.
5. A workshop outline must be on file in the Curriculum Office for approval.
6. The instructor is responsible for teaching and submitting verification of attendance to the Registration & Records Office within the term the workshop takes place.
7. Departments wishing to issue a CEU Certificate of Attendance may do so.
8. A separate CEU transcript is maintained by the Registration & Records Office.
9. The college is an approved provider to offer IACET (International Association for Continuing Education & Training) CEUs. A department wishing to offer IACET CEUs will work with the Customized Training Department to be sure IACET requirements are met before the workshop can be offered.

**CONDITIONS:**

- ~~5. Earned CEUs reflect attendance only.~~
- ~~6. Course content and instructor credentials are approved by the appropriate college department.~~
- ~~7. CEUs do not count toward college credit.~~
- ~~8. CEUs are non-credit, and carry the course number 009. The uniqueness of the course is represented in the title.~~
- ~~9. CEUs may be FTE reimbursable if in accordance with state guidelines.~~

**PROCEDURE:**

- ~~1. Creation of CEUs is the same as for credit classes using the Grand and Term Master process.~~
- ~~2. A course outline must be on file in the appropriate division office.~~
- ~~3. The instructor is responsible for the course outline, teaching, verification of attendance and grade submission to the Registrar within the term grading cycle.~~
- ~~4. Grade options are "CEU" "W" or "UG" (unreported.)~~
- ~~5. Departments wishing to issue a CEU certificate of attendance are welcome to do so.~~
- ~~6. A separate CEU transcript is maintained by the Registrar's Office.~~

**APPROVALS:**

Instructional Council  
College Council  
ISP Committee  
College Council

January 23, 1996  
May 16, 2003  
(Reviewed/Still Current policy/No Change Needed) – January 23, 2009