

## Policy 3.13

### Continuing Education Units (CEUs) Policy

The College awards Continuing Education Units (CEUs) for specific non-credit courses and special activities. The Continuing Education Unit or CEU was created and defined in 1970 after International Accreditors of Continuing Education and Training (IACET) and the U.S. Department of Education task force studied the measurement of non-credit continuing education activities. The continuing education unit (CEU) was designed to:

- Provide a standard unit of measurement for continuing education and training,
- Quantify continuing education and training (CE/T) activities, and
- Accommodate for the diversity of providers, activities, and purposes in adult education.

### Purpose

The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed one or more significant non-credit educational experiences. Most colleges will not directly accept CEUs for college or graduate credit. However, some colleges and universities will look at an individual's portfolio that includes work experience and continuing education and training offerings (measured by CEUs).

### Calculation

One CEU is awarded for every 10 contact hours (60 minutes) of instruction in a planned learning activity (class, laboratory assignments, practicum, work-based learning activities, etc.). For example, a 25 contact hours non-credit course earns 2.5 CEUs.

### Criteria

To be eligible for CEU credit, the non-credit course must be an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

### Awarding of CEUs

Occupational Extension classes award CEUs. College and Career Readiness, Personal Enrichment, and most self-supporting courses do not award continuing education units.

CEUs are awarded to students upon earning a Satisfactory grade, as reported by the lead instructor on the Continuing Education Attendance Sheet Form. Students are responsible for verifying that their governing agency will provide credit for any CEUs earned through continuing education courses. CEUs are recorded on student's Continuing Education Transcripts.

## Policy

### References

**Legal References:** *Enter legal references here*

**Cross References:** <https://www.iacet.org/> Grading System Procedure, Transcript Procedure

### History

**Leadership Council Review/Approval Dates:** 12/8/2023

**Senior Staff Review/Approval Dates:** 05/05/2016; 11/28/2023

**Board of Trustees Review/Approval Dates:** 06/07/2016; 2/13/2024

**Implementation Dates:** *Enter date(s) here*