

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Continuing Education Unit

EFFECTIVE DATE: July 1, 2000

The Continuing Education Unit (CEU) is a record of an individual's participation in noncredit classes, courses, and programs. Each CEU is defined as ten (10) contact hours of participation in a continuing education experience with qualified instruction, responsible sponsorship, and capable direction. The Continuing Education Office is responsible for all continuing education courses and activities and for approving the number of CEUs to be issued for all courses.

The following criteria are used for awarding of individual CEUs:

1. The noncredit activity is planned in response to an educational need of a specific population.
2. There is a statement of objectives and a rationale reviewed and approved by the Continuing Education Office and kept on file in that office.
3. Content is selected and organized in a logical, sequential manner.
4. The activity plan allowed for input by a representative of the target group, faculty with content expertise, and continuing education personnel.
5. The activity is instructional and is approved by an academic or administrative unit of the institution in order to insure quality content and qualified personnel.
6. A provision for registration for participants and institutional reporting has been established.
7. Criteria are established for the awarding of CEUs prior to the beginning of the activity
8. Appropriate evaluation procedures are provided for students to use in evaluating the activity. The original evaluations will be reviewed and kept on file.

Noncredit offerings which do not meet the above CEU criteria will be classified as institutional CEUs and no individual CEUs will be awarded. These noncredit offerings will be less structured and more informal in nature.

Source of Policy: <u>Transition Team II Academic Programs</u>	Provost/Ex. VP Responsible for Academic and Administrator: <u>Student Affairs</u>
Related Policy: <u>N/A</u>	TBR Policy Reference: <u>N/A</u>
Approved: _____ President	TBR Guideline Reference: <u>N/A</u>
	Date: <u>July 1, 2000</u>

Institutional CEUs meet the following criteria:

1. The activity is a planned education experience of a continuing education nature.
2. The activity is sponsored by an academic or administrative unit of the institution qualified to affect the quality of the program content and select and approve the resource personnel.
3. A record of attendance (accurate headcount) is required (for institutional reporting) and the Office of Continuing Education will maintain a file of program materials.