

ISP 180

Continuing Education Units (CEUs) Policy

PURPOSE

Establishes a structure for providing a continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

SUMMARY

A Continuing Education Unit (CEU) is given for completion of a unit of training. One CEU is defined as ten contact hours of participation and may be given in portions less than one CEU (e.g. 0.5 CEUs for a five-hour workshop).

STANDARD

1. Granting of CEUs is determined by student achievement of learning outcomes
2. Course content and instructor credentials are approved by the appropriate college department
3. CEUs do not count towards college credit, but can be assembled into Credit for Prior Learning (CPL) credits using the CPL process
4. A workshop outline must be on file with the Curriculum Office
5. The workshop instructor is responsible for teaching and submitting verification of attendance to the Registration & Records Office within the term the workshop takes place
6. Departments may issue a CEU Certificate of Attendance if they wish
7. A separate CEU transcript is maintained by the Registration & Records Office

REVIEW HISTORY

ISP Committee	Adopted	October 14, 2022
Presidents' Council	Reviewed	June 7, 2022
College Council	Reviewed	May 20, 2022
College Council	Reviewed	November 21, 2014
ISP Committee	Reviewed	January 23, 2009
College Council	Reviewed	May 16, 2003
Instructional Council	Reviewed	January 23, 1996