

## Procedure 3.0922

### Continuing Education Units (CEU) Procedure

The College awards Continuing Education Units (CEUs) for specific non-credit courses and special activities. The number of CEUs awarded for a course is recorded on the Continuing Education transcript and on the Certificate of Completion. Students are responsible for verifying that their governing agency will provide credit for any CEUs earned through continuing education courses.

Students enrolling in Continuing Education courses will have a permanent transcript on file at the College which lists all non-credit training completed through the College. Please reference the [Transcript Procedure](#).

Certificates of Completion for occupational extension classes are presented on the last night of class or mailed to the student's home. The Certificate of Completion provides the name of the course, instructional hours, number of CEU credits, signature lines for the vice president of continuing education and continuing education staff member, and an embossed seal.

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

### References

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

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Academic Policy](#), [Transcript Procedure](#)

### History

**Senior Staff Review/Approval Dates:** 06/06/2016

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

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