Procedure 3.1301

Continuing Education Units (CEU) Procedure

Students must complete a College Continuing Education Student Registration Form to receive CEUs and successfully complete the course. Registration fees must be paid in full by the student or the sponsoring organization.

Upon completion of a non-credit class, the lead instructor submits the Continuing Education Attendance Sheet Form with the student's final grade to the program supervisor. The program supervisor verifies all course documentation is included in the class folder and submits it to the Continuing Education Registration and Records department, which grades and closes the class in the College's enrollment management system, populating the student's grade and CEUs on their student transcript.

The College maintains a Continuing Education Student Transcript on file for all students enrolling in non-credit courses that records the name of the course, grade, and the CEUs awarded. Students may access an unofficial student transcript online through Self-Service at no cost. Official Transcripts are available in the Continuing Education Registration and Records Office for a nominal fee.

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.

Students are responsible for verifying that their respective sponsoring organization, governing agency, educational institution, or professional board will provide credit for any CEUs earned through non-credit courses.

References

Legal References: *Enter legal references here*

Cross References: **Academic Policy**, **Transcript Procedure**

History

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

Senior Staff Review/Approval Dates: *06/06/2016, 11/28/2023*

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

Implementation Dates: *Enter date(s) here*