

CONTINUING EDUCATION UNITS FOR CONTINUING EDUCATION

The College will award Continuing Education Units (CEU) for active participation in an organized adult education experience.

The purpose of the CEU is to encourage people to develop long-range educational and life-long goals and also to provide a system for the College to record and report participation in these courses.

See following pages for procedure.

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CONTINUING EDUCATION UNITS FOR CONTINUING EDUCATION

The College will award 1 Continuing Education Unit (CEU) for every 10 contact hours in an organized adult education experience. The assigned administrator will administer the criteria to be approved for CEU credit.

Criteria

A class or activity must meet established criteria to be approved for CEU credit. The instructor must first fill out the CEU Approval Form and provide the following information:

- Date of the request,
- Title of the class or activity,
- Brief description,
- Beginning and ending dates of the course,
- Number of CEU's requested,
- Location of the class,
- Cooperating groups or institutions,
- Program classifications,
- Evidence of the need for this class as well as a description of the target audience,
- Brief description of evaluation procedures,
- Special Funding required,
- Signature of instructor and appropriate college officer, and
- Comments.

In addition, the instructors must prove that they are qualified and provide the following evidence about the class or activity:

- Clear statement and purpose,
- Well-organized contents presented clearly,
- Pre-planning, including suggestions from the groups to be served, and
- Provisions for registering students and for class evaluation by participants

Recordkeeping

The College will record individual's participation in CEU classes and activities.

Faculty Load

If a faculty member teaches a CEU class and wishes to have that class count as part of his/her load, the College will count 1 CEU as $\frac{1}{2}$ of a credit unit.

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