

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Continuing Education Unit**EFFECTIVE DATE:** July 1, 2000; Revised February 9, 2023**Purpose**

The purpose of this policy is to provide information regarding participation in noncredit classes, courses, and programs at Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**

A 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 courses. The following criteria are used for awarding of 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 allows 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 of the College in order to ensure quality content and qualified personnel.
6. A provision for registration for participants and reporting by the College 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 that 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 may be more informal in nature.

Institutional CEUs shall 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 College, which is qualified to affect the quality of the program content and select and approve the resource personnel.
3. A record of attendance by is required for reporting by the College, and the Office of Continuing Education will maintain a file of program material.

**Responsible**

**Source of Policy:**   n/a  

**Administrator:**   VP of Academic Affairs  

**TBR Policy Reference:** \_\_\_\_\_

**Related Policy:** \_\_\_\_\_

**TBR Guideline Reference:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**President**

**Date:**   February 9, 2023