

**Austin Peay State
University**

Continuing Education Units

POLICIES

Issued: May 12, 2022

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: ~~Continuing Education~~ Vice Provost and Dean of the College of Graduate Studies

Policy Statement

The ~~Continuing Education Unit (C.E.U.)~~ continuing education units (CEUs), also known as continuing education credits or vocational educational training programs, should be used as the basic means for recognizing an individual's participation in, and for recording an institution's offering of, non-credit classes, courses, and training programs. ~~A C.E.U./CEU/CEU~~ is defined as ten a number of relevant contact hours of participation in an organized continuing or vocational education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction. A defining characteristic of all CEUs is that they are not college credit bearing courses or programs.

Procedures

The following criteria are to be utilized for the awarding of Individual ~~C.E.U./CEU~~'s:

- a. The non-credit activity is planned in response to an assessment of educational need for a specific target population.
- b. There is a statement of objectives and rationale.
- c. Content is selected and is organized in a sequential manner.
- d. There is evidence of pre-planning that should include opportunity for input by a representative of the target group to be served, the faculty area having content expertise, and Continuing Education personnel.
- e. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the

institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.

- f. There is provision for registration for individual participants and to provide data for institutional reporting.
- g. Appropriate evaluation procedures are utilized and criteria are established for awarding ~~C.E.U.~~CEU's to individual students prior to the beginning of the activity. – This may include the evaluation of student performance, instructional procedures, and course effectiveness.

Non-credit offerings that do not meet the Individual ~~C.E.U.~~CEU criteria should be accounted for only in terms of the Institutional ~~C.E.U.~~CEU; no Individual ~~C.E.U.~~CEU's should be awarded. Normally these non-credit offerings will be less structured and more informal in nature.

Neither Individual nor Institutional ~~C.E.U.~~CEU's normally should be used to recognize or account for participation in entertainment, social, or athletic activities. – Institutional ~~C.E.U.~~CEU's should meet the following criteria:

- a. The activity is a planned educational experience of a continuing educational nature.
- b. The activity is sponsored by an academic or administrative unit of the institution qualified to affect the quality of the program content and to select and approve their source personnel utilized.
- c. Record of attendance is required for institutional reporting use and the administrative unit for special activities will maintain a file of program materials. Attendance records may be in terms of an accurate headcount.

~~Continuing Education~~The office of the Vice Provost and Dean of the College of Graduate Studies is the administrative ~~component~~oversight responsible for the ~~Continuing Education Unit~~Professional and Workforce Development Center (PWDC) and has final approval for the number of ~~C.E.U.~~CEU's to be issued for ~~C.E.U.~~CEU activities.

Procedures for Approval of Continuing Education Units

The program content and request for Category Assignment form,

is used to request approval for Continuing Education Units for conference and seminar type activities. The request for Short Course Approval form (PPM Form 2:003:a) and Topical Course Outline form (PPM Form 2:003:c) are used to request approval for Continuing Education Units for Short Course activities.

Conferences and Seminars and Short Courses

1. The completed form with all required attachments is submitted by the ~~Continuing Education Office~~ [PWDC](#) to the appropriate chairman and the dean of the college or equivalent officials within an administrative unit. Either may reject the request or return it to the ~~Office of Continuing Education~~ [PWDC](#) with a written explanation of the rejection.
2. If the request is approved, the form and attachments are returned to the ~~Office of Continuing Education~~ [PWDC](#), who will assign a computer number and distribute copies of the approved and numbered form to the originator, the dean, and a file copy, is retained.
3. A computer registration form, completed by those attending for Individual Continuing Education Units, or an accurate headcount of those attending for Institutional Continuing Education Units must be submitted to the ~~Office of Continuing Education~~ [PWDC](#), where the information will be entered in the computer and a permanent record established.
4. Participants' records are available through the Registrar's Office and transcripts of Continuing Education Unit activities can be requested just as a regular transcript would be requested.

Revision Dates

APSU Policy 2:003 – Rev.: May 12, 2022
APSU Policy 2:003 – Rev.: March 25, 2017
APSU Policy 2:003 – Rev.: August 1, 1986
APSU Policy 2:003 – Issued: August 3, 1983

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					

Approved

President: signature on file
