



## ADMINISTRATIVE PROCEDURE

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**TITLE: Continuing Education Units**

**ADMINISTRATIVE PROCEDURE # 4237** *(was 714)*

**RELATED TO POLICY # 4237 CONTINUING EDUCATION UNITS**

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- A. Continuing Education Units (CEU) courses are developed by the college to include an organized continuing education experience and qualified instruction. Only UCC sponsored courses in the areas of occupational supplementary and customized training are eligible for CEU awards. One Continuing Education Unit is defined as 10 contact hours of participation and requires completion of at least 90% of the course. The Oregon Community College Handbook & Planning Guide requires that CEU courses be between one (1) and 210 contact hours. Fractional hours may be awarded in increments of .1 or more for each hour of training.
- B. A request for Continuing Education Units may originate from an individual, an employer or professional association. The UCC department may identify the need for CEU's within business, industry, labor, government, and/or professional organization. When a need has been identified, the Dean of Community Education and Partnerships, Department Director, or Department Chair is responsible for validating the need for the CEU instruction and following the non-credit course development process.
- C. A course outline must be maintained by the instructional department prior to offering the CEU instruction, as well as documentation of the instructor's qualifications. The sponsoring department provides the students with requirements for successful completion of CEU instruction prior to the course or at the first session.
- D. CEU's awards are subject to the following guidelines:
  - 1. Students register for a CEU course using the enrollment processes established by the sponsoring department.
  - 2. Students shall receive a pass/fail grade for CEU classes. No incomplete grades are allowed.
  - 3. CEU's may not be used as a means to earn Alternative Methods of Credit/Course Waiver. 714AP Continuing Education Units.

4. The student's official transcript will include CEU course title, the eligible number of CEU's, and the grade earned. CEU's are transcribed by UCC in one-hour increments (ex. 1.0 = 10 hours, .3 = 3 hours).
5. The sponsoring department may issue a completion document outlining the CEU's earned.
6. If required by the agency recognizing the CEU's, the sponsoring department must maintain course attendance records for the necessary amount of time.

**RESPONSIBILITY:**

The Dean of Community Education and Partnership is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 5/20/2021 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**