1. The continuing education unit (CEU) serves as a uniform unit of measurement for individual participation in formal non-credit educational experiences. A continuing education unit is defined as “ten (10) contact hours of participation in organized continuing education experiences under responsible sponsorship, capable direction, and qualified instruction.”

(Source: The continuing Education Unit Criteria and Guidelines, The National Task Force on the Continuing Education Unit, National University Extension Association).

2. The following guidelines are to be utilized in determining if a course may be offered for continuing education units only:

   a. There is not an equivalent course offered for regular college credit listed in the District Directory of Courses and Programs;

   b. The course will not meet the criteria for claiming state reimbursement (for example: the course will not be open to enrollment by the public at large);

   c. The number of hours of instruction will not justify the awarding of a Carnegie Unit. (A course must meet for a minimum of 15 classroom hours and include 30 hours of outside study and preparation for each Carnegie Unit).

3. A Continuing Education Unit (CEU) may be given for a minimum of 10 hours of class activity, as follows:

   a. The college community services office will complete a “Request for Approval of a Course to be Offered for CEU’s form. The form will be signed by the Director of Community Services and the Dean of
Instruction and forwarded to the Division of Educational Services at the District Office for review and approval by the Director of Resource Development and Student Services and the Director of Instructional Development.

b. Continuing Education Units will not be equated to regular Carnegie Units for any purpose and will not be recorded on the permanent student record card utilized to record regular college courses. Each college that offers courses for Continuing Education Units (CEU’s) must establish a record system for these courses so that the participants may obtain verification of the courses at a later time.