

**Palo Alto College
College Procedure**

Procedure Number: I 6.0

Procedure Title: Awarding and Recording of Continuing Education Units for Continuing Education Courses

Relevant Board Policy:

Originating Unit: Corporate and Community Education Division

Maintenance Unit: Dean of Corporate and Community Education

- I. Purpose: Continuing Education Units (CEUs) will assist students in their professional and academic development. CEUs are awarded to students who successfully complete the course requirements and attend a minimum of 80% of the course. CEUs document the student's professional and academic achievement. The Corporate and Community Education (CCE) Division is responsible for awarding CEUs.

II. Procedure Statement:

- A. According to The Guidelines for Instructional Programs in Workforce Education (GIPWE), Chapter 3A, a workforce education (Continuing Education) program consists of a coherent sequence of courses designed to prepare students for employment in a career field. A workforce education program may lead to an award of CEUs. CEUs are required for a licensure or a certification. One CEU is awarded for every ten clock hours of attendance in a Continuing Education course. (GIPWE Chapter 3B-10)
- B. A CCE class can consist of lecture, laboratory, and or external learning experiences in which CEUs may be awarded.
- C. The CCE instructor is provided an official roster of the students enrolled in their class and the instructor is also provided a roll book to record student attendance and grades.
- D. The instructor is required to maintain accurate attendance and course completion records for each student officially enrolled in the course.
- E. At the end of the course, the instructor will post student course grades (pass or fail) through the instructor's ACES online account. The instructor will also submit the course attendance roster to the Records and Reports Technician.

- F. Students who complete the class with at least 80% attendance and successfully complete the course requirements receive a certificate of completion, which documents the CEUs recorded.
- G. Students are able to access their CCE unofficial Transcripts through their ACES online accounts. Students may request official transcripts through their ACES account.
- H. Course files, which includes CEU award information, are kept on file for a total of seven years and then destroyed.

Issued: November 1, 2001

Dean of Corporate and Community Education

Updated February 4, 2015

Approved: (signed: Dr. Mike Flores)
President