

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 2:003	Supersedes Policy Number: III:09:02
Date: August 1, 1986	Dated: August 3, 1983
Subject: Continuing Education Units	
Initiating Authority: Vice President for Academic Affairs	SBR Policy/Guideline Reference:
Approved:  President	

The Continuing Education Unit (C.E.U.) 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 programs. A C.E.U. is defined as ten contact hours of participation in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction.

The following criteria are to be utilized for the awarding of Individual C.E.U.'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 which 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.'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 which do not meet the Individual C.E.U. criteria should be accounted for only in terms of the Institutional C.E.U.; no Individual C.E.U.'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.'s normally should be used to recognize or account for participation in entertainment, social, or athletic activities. Institutional C.E.U.'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 the resource personnel utilized.
- c. Record of attendance is required for institutional reporting use and a file of program materials will be maintained by the administrative unit for special activities. Attendance records may be in terms of an accurate headcount.

Continuing Education and Community Services is the administrative component responsible for the Continuing Education Unit and has final approval for the number of C.E.U.'s to be issued for C.E.U. 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 Director of Continuing Education and Community Services to the appropriate chairman and the dean of the college or equivalent officials within an administrative unit. Either may reject the request and return it to the Director with a written explanation of the rejection.
2. If the request is approved, the form and attachments are returned to the Director of Continuing Education and Community Services, 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 Director of Continuing Education and Community Services, where the information will be entered in the computer and a permanent record established.
4. Participants' records are available through the Admissions and Records Office and transcripts of Continuing Education Unit activities can be requested just as a regular transcript would be requested.

AUSTIN PEAY STATE UNIVERSITY
CONTINUING EDUCATION AND COMMUNITY SERVICES
REQUEST FOR SHORT COURSE APPROVAL

The following information must be provided in order to comply with the regulations of the University, Southern Association of Colleges and Schools, and Tennessee Higher Education Commission. Completion of the information as indicated in the left margin will determine the program's assignment as Category I or II activity. Please forward the completed form to: Continuing Education and Community Services, Box 4668.

Required For	Prepared by: _____ Date: _____																
Institutional	Title of course: _____																
CEUs	Quarter to be offered: _____ Enrollment: Max _____ Min _____																
and	Meeting days and times:																
Individual	<table border="0"> <tr> <td>_____ Mon _____</td> <td>to _____</td> <td>_____ Fri _____</td> <td>to _____</td> </tr> <tr> <td>_____ Tue _____</td> <td>to _____</td> <td>_____ Sat _____</td> <td>to _____</td> </tr> <tr> <td>_____ Wed _____</td> <td>to _____</td> <td>_____ Sun _____</td> <td>to _____</td> </tr> <tr> <td>_____ Thu _____</td> <td>to _____</td> <td></td> <td></td> </tr> </table>	_____ Mon _____	to _____	_____ Fri _____	to _____	_____ Tue _____	to _____	_____ Sat _____	to _____	_____ Wed _____	to _____	_____ Sun _____	to _____	_____ Thu _____	to _____		
_____ Mon _____	to _____	_____ Fri _____	to _____														
_____ Tue _____	to _____	_____ Sat _____	to _____														
_____ Wed _____	to _____	_____ Sun _____	to _____														
_____ Thu _____	to _____																
CEUs																	
CATEGORY I and II	Total contact hours: _____ Fee: _____ Location: On Campus _____ Off Campus _____ (Bldg. & Room No.) (Specify)																
	Instructor: _____ (Attach Personnel Information Form or Vitaes)																
	Statement of objectives, rationale, and purposes:																
	Topical Course outline: Complete and attach Form 1																
Individual	Method of evaluation: Prepared evaluation form is acceptable _____																
CEUs	Evaluation instrument and/or method described below is to be used (attach copy).																
CATEGORY I	Requirements for satisfactory completion of course:																
	Target group for which course is planned:																
	Planning input by representative(s) of target group (indicate name(s) and time of meeting(s) or means of providing opportunity for input.)																

APPROVAL FOR IMPLEMENTATION

Department Chairman _____ Date _____
 Dean of College _____ Date _____
 Computer number assigned _____ No. of CEUs _____ Date _____
 Director of Continuing Education and Community Services _____

AUSTIN PEAY STATE UNIVERSITY
CONTINUING EDUCATION AND COMMUNITY SERVICES
PROGRAM CONTENT AND REQUEST FOR CATEGORY ASSIGNMENT

The following information must be provided in order to comply with the regulations of the University, Southern Association of Colleges and Schools, and Tennessee Higher Education Commission. Completion of the information as indicated in the left margin will determine the program's assignment as Category I or II activity. Please forward the completed form to: Continuing Education and Community Services, Box 4668.

Required For	Program Title: _____
Institutional	Dates: From _____ To _____
CEUs	
Individual	Meeting days and times:
CEUs	Mon _____ to _____ Fri _____ to _____
	Tue _____ to _____ Sat _____ to _____
	Wed _____ to _____ Sun _____ to _____
	Thu _____ to _____
CATEGORY I and II	Total contact hours: _____ Fee: _____
	Location: On Campus _____ Off Campus _____
	(Bldg. & Room No.) (Specify)
	Instructor(s): _____
	Others: _____
	(Attach Personnel Information Form or vitaes)
	Statement of objectives, rationale, and purposes: _____
	Topical Course outline (attach extra sheet(s) if necessary): _____
Individual	
CEUs	Method of evaluation: Prepared evaluation form is acceptable _____
	Evaluation instrument and/or method described below is to be used (attach copy).
CATEGORY I	Requirements for satisfactory completion of course:
	Planning input by representative(s) of target group (indicate name(s) and time of meeting(s) or means of providing opportunity for input).

APPROVAL FOR IMPLEMENTATION

Department Chairman _____ Date _____

Dean of College _____ Date _____

Computer number assigned _____ No. of CEUs _____ Date _____

Director of Continuing Education and Community Services _____

AUSTIN PEAY STATE UNIVERSITY
CONTINUING EDUCATION AND COMMUNITY SERVICES
TOPICAL COURSE OUTLINE
FORM 1

COURSE TITLE _____

COURSE DESCRIPTION FOR PUBLICITY _____

COURSE OUTLINE:

Textbook: Title _____ Edition _____

Author _____ Publisher _____

Special Facilities Required: _____

Special Equipment Required: _____