

NUMBER: ACAF 1.72
SECTION: Academic Affairs
SUBJECT: Continuing Education Units
DATE: December 1, 2005
REVISED: December 1, 2014
Policy for: Columbia and Palmetto College Campuses
Procedure for: Columbia and Palmetto College Campuses
Authorized by: Michael D. Amiridis
Issued by: Office of the Provost

I. Policy

A. Definition, Purpose, and Use of CEUs

The Continuing Education Unit (CEU) is intended to serve all interests in noncredit continuing education whether public or private and whether individual, institutional, organizational, governmental, or societal. It can be used to measure noncredit continuing education without regard to age of participants, subject matter, program format, or instructional methodology. The CEU permits the individual who desires additional educational experiences to look to many sources of continuing education and to select from many formats common to the field while accumulating a uniform record available for future reference.

The CEU is a uniform unit that measures individual participation in noncredit continuing education. The CEU serves as the University's accepted format for reporting institutional compliance with SACSCOC comprehensive standard 3.4.2, which requires that all outreach activities are aligned with the University's mission. All significant post-secondary level learning experiences for which degree credit is not earned should be recognized through the use of the CEU, thus avoiding the term "noncredit" and reserving the term "credit" for those learning activities which generally lead to a degree or diploma.

The CEU is defined as a measure of participation in an organized continuing education experience under sponsorship by an appropriate authority, with instruction, direction, and evaluation by qualified personnel. CEUs are issued in whole and half hour increments and are quantified as the number of actual contact hours divided by ten. Partial increments are rounded down to the next nearest half hour. Approved CEU programs should normally be offered for no less than five contact hours (.5 CEU credits).

The CEU is applicable whether information is transmitted from one person to another, from one institution to another, from individual to organization, from employee to employer, from one area of the country to another, or from one time period to another. The CEU may be used for the

quantitative measurement, recording, reporting, accumulation, transfer, and recognition of participation by adults in noncredit continuing education activities.

CEUs should be issued to all participants of programs that have a narrowly defined target audience and a learning objective that meets an identified need within the area of instruction. Participants and sponsors may not opt out of CEUs or issue CEUs to some, but not all, participants. Rather, the use of CEUs for documentation purposes is determined solely based on the satisfactory completion of the stated program requirements.

CEUs may be used for the purposes of documentation for personal records or professional reporting to meet requirements for:

- Maintenance or improvement of professional competencies.
- Documentation of continuing qualifications for licensure, certification or registration.
- Evidence of personal and vocational growth and adjustment to meet changing career demands.
- Preparation for a new career by personal preference or as caused by the pressure of individual or technological obsolescence.
- Demonstration of a conscious and persistent effort toward personal development.

B. Administrative Responsibility and Oversight

The University of South Carolina, as an educational institution awarding CEUs, assumes administrative responsibility through the Office of Continuing Education and Conferences (CEC) in the Office of the Provost for all programs in which an academic or business unit is applying for CEUs to be awarded to program participants.

1. The School of Medicine, College of Pharmacy, and College of Nursing, are authorized to issue CMEUs on behalf of the University. The School of Law provides legal education in the form of CLEUs. These schools maintain additional professional accreditation, and are responsible for the collection of program records that meet the accrediting standards set forth by their individual accrediting bodies. Summary program documentation and participant counts, including program dates, titles, contact hours, and the number of participants, will be provided to CEC for inclusion in University reports.
2. All colleges, schools and divisions of the University must seek prior approval of CEU activity through CEC.
3. CEC serves in the capacity of a clearinghouse for CEU activity, and provides appropriate reporting to the Office of Institutional Research and Assessment.

4. The sponsoring academic department or business unit of any CEU educational activity is responsible for ensuring that the quality of the educational experience is of high caliber and reflects the mission of the institution, in compliance with University Policy ACAF 1.70 Continuing Education and Conferences.
5. Participants who successfully complete approved courses must be reported to CEC, which is the repository for CEU recordkeeping.
6. The Provost, determines fees associated with approval of CEU courses and providing continuing education support services. Each sponsoring department or agency may determine fees charged for enrollment in continuing education activity and is responsible for payment of processing fees to CEC.
7. CEU procedures for documentation and recordkeeping are aligned with the standard practices of the University of South Carolina for credit programs and with generally accepted best practices.

C. Criteria for Program Approval

Criteria to be met for program approval for awarding CEUs by the University of South Carolina:

1. A University academic or business unit sponsor;
2. A statement identifying the program's alignment with the University's mission;
3. Evidence of a needs assessment and statement of need defining why it is important for the University to engage in the continuing education activity;
4. Identification of program content level;
5. A statement of learning objectives and desired outcomes;
6. Provision for verification of each individual's attendance and completion of course objectives;
7. Documentation and description of an appropriate method of delivery;
8. Primary audience identified through the use of a Standard Industry Code (SIC) or Standard Occupational Classification (SOC);
9. Content well organized and presented in a sequential manner, and documentation of intended curriculum, as approved by the Department Chair and Dean, provided to CEC;

10. Instructional personnel well qualified by education and/or experience, and such qualification appropriately documented and maintained by CEC;
11. Provision for advance individual participant registration, which will include information required for record keeping and reporting;
12. Requirements for satisfactory completion clearly defined;
13. Provision for assessment of learning of each individual participant appropriate to the material presented;
14. Participants allowed to evaluate the program;
15. Program approved for awarding CEUs prior to being presented;
16. Number of actual contact hours delivered correlates to the quantity of CEUs pre-approved to be issued.
17. Statement of individual participation documentation practices, if documentation other than an official Continuing Education and Conferences document is approved.

II. Procedure

A. Application Procedure

1. CEU program applications must be submitted for each individual program, course, activity, or event. Applications must be submitted to Continuing Education and Conferences at least 30 business days prior to the start date of the program and approved prior to the actual start date.
2. Renewal applications for programs, activities, and events previously approved for CEU documentation may be submitted at least 15 business days prior to the new start date of the program.
3. Approved programs will be provided with an official University tracking number and statement authorizing the issuance of documentation to participants. The statement will include the activity code, number of CEUs, and number of contact hours approved by Continuing Education and Conferences. Documentation must be provided in an approved format.

B. Program Reporting Procedure

Documentation of program participants must be submitted to Continuing Education and Conferences within fourteen days of program completion. Submissions may be

completed electronically or via an alternative approved format. Information to be submitted includes:

- Participant name
- Participant contact information
- Student ID
- CEU award status

C. Summary reporting of CMEUs and CLEUs.

Program documentation of CMEUs and CLEUs are provided to CEC by those colleges and schools accredited to issue CMEUs and CLEUs. These schools are responsible for maintaining detailed program and participant information that complies with the standards outlined by their accrediting bodies, which may vary from the documentation outlined in this policy. These entities do not seek or receive approval on individual programs through CEC.

Program documentation to be provided to CEC for inclusion in University reporting includes:

1. Program Date
2. Program Title
3. Number of contact hours
4. CMEUs or CLEUs
5. Number of participants

III. Related Policies

See also:

University Policy ACAF 1.70 Continuing Education and Conferences
University Policy ACAF 1.71 Noncredit Certificate Programs

IV. Reason for Revision

Policy updated due to reorganization and to eliminate outdated language.