Policy on Granting of Continuing Education Units (CEU)

POLICY STATEMENT

UAF may grant continuing education units (CEUs) for courses. This policy is intended to insure that such courses meet UAF and disciplinary standards, that accurate student records are maintained, and that UAF’s expenses are covered.

BACKGROUND & JUSTIFICATION

UAF has offered CEU courses in a variety of formats for many years. The policies and procedures described here have been in force since 2003. A consistent fee structure was approved in 2007.

DEFINITIONS

Continuing Education Units (CEUs) are granted to students completing a recognized continuing education course and are transcripted. These courses are not for university credit and cannot be used toward meeting the requirements of any degree or certificate.

REFERENCES RELIED UPON

2003 Continuing Education Unit (CEU) Policy
March 14, 2007 Memorandum on CEU and Sponsored Courses, signed by Ro Bailey and Paul Reichardt.

RESPONSIBILITIES

Implementation of this policy is the shared responsibility of academic units, the Registrar’s Office, and the Business office as specified in the Procedures section.

NON-COMPLIANCE

Non-compliance could result in students not receiving CEUs for courses they have completed. Departments may be charged for administrative fees that are not recovered from students or outside organizations, and they may not receive other fee revenue since it may not be collected by the Business Office if this policy is not followed.
EXCEPTIONS

Note that this policy does not apply to any CREDIT course, including Professional Development courses (500-level). The approval processes for credit courses are covered by Faculty Senate Course and Degree Procedures Manual. Fees for co-sponsored credit courses are covered in UAF Policy 05.10.072.

PROCEDURES

1. An agency or organization contacts UAF seeking CEU credit for a course that the agency or organization is offering, OR a department decides to offer a Continuing Education course to meet community demand. If an external agency or organization inquires, it is provided a copy of this policy.

2. An external agency or organization desiring to offer a Continuing Education course provides a copy of the course syllabus and the instructor’s vitae, or the Department develops a syllabus and selects an instructor for any course they intend to offer.

3. CRCD follows the Special Topics course approval process for CEU courses.

4. In other Schools and Colleges, the department head and appropriate departmental faculty review, and if appropriate approve, the syllabus and the instructor’s qualifications. The department head reviews the request with the School or College Dean.

5. If approved, the department prepares the Addition to the Schedule form and routes it for signatures of the department head and the dean (or AVC).

6. The signed Addition to the Schedule form is sent to the UAF Registrar’s Office.

7. The UAF Registrar’s Office assigns a CRN to the course and provides the sponsoring department with the number.

8. The UAF sponsoring department provides any sponsoring outside agency or organization with the correct CRN and registration forms, and the agency or organization in turn provides the forms to the students. If the department is offering the Continuing Education course, the department provides registration forms to the students.

9. Students must register in order to receive CEUs. These courses are not available for online registration. A registration form must be submitted to the UAF registrar’s office for each student.

10. If the outside agency or organization is paying applicable fees, it normally collects the completed forms from the students and submits them as a package to the UAF Registrar’s Office, and submits payment to the Business Office. If students are responsible for fees, they normally submit the registration form and the appropriate fee payment.
11. If a department is offering the Continuing Education course, normally it will charge a fee to the sponsor and/or to individual students that covers its costs of instruction, for example, instructor compensation and any required commodities. In addition, a UAF administrative fee will always be charged (see 12. below).

12. The FY12 administrative fees for co-sponsored Continuing Education courses are:

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Fee for 1 to 3 units*</th>
<th>Additional amount per unit for 4-6 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 to 049</td>
<td>$45.00</td>
<td>$10.00</td>
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</tbody>
</table>

*This fee is not per credit. The fee is per course, and is the same for a one or two or three credit course.

These fees are subject to change, with the approval of Chancellor’s Cabinet.

13. To set up a Continuing Education course in Banner, a department or responsible community campus must e-mail the UAF Business Office (current contact is Mark Steele, mark.steele@alaska.edu) and provide the following information:
   - CRN
   - Course Designator, Number and Title
   - Term offered
   - Detail Code
   - Amount of the desired fee, which may not be less than indicated on the table above.

POLICY APPROVED BY:

[Signature]
Brian D. Rogers, Chancellor
University of Alaska Fairbanks

Date 8 Nov 2012