

## **303-07 CONTINUING EDUCATION UNITS—PROCEDURE**

### **1. PURPOSE**

Continuing Education Units (CEUs) carry a three-fold purpose: (1) to provide record of non-credit educational and professional development activities, (2) to serve as a nationally recognized accounting unit of this institution's non-credit courses for program planning and fiscal management, and (3) to provide the basis for quality assurance in continuing education programming and statistical reference for public policy.

### **2. PROCEDURE**

1. Record of Curriculum  
All course content, outlines, and curriculum will be copied and kept on record for future application.
2. Academic Integrity
  - a. Once designed and inclusive of industry qualifications, curriculum is to be approved by the Executive Director of Community and Corporate Learning.
  - b. Once approved by the Executive Director, the curriculum is to be approved by the VPAA to ensure academic rigor and quality of the course.
3. Cost of the CEU will be kept on file at the registrars.

### **3. BACKGROUND**

1. References: none
2. Revision history: 05/13/2009
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/13/2009

**COCONINO COMMUNITY COLLEGE**