

1 **San José State University**  
2 **Academic Senate**  
3 **Curriculum and Research Committee**  
4 **April 14, 2025**  
5 **Final Reading**

**AS 1886**

6  
7 **Policy Recommendation**  
8 **Continuing Education-Course Standards**  
9

10 **Whereas:** The current continuing education course policy was implemented more  
11 than five decades ago with outdated terminologies and organization names ([F18-3](#)  
12 and [S71-15](#)); and

13  
14 **Whereas:** It is desirable to combine continuing education course standards ([S73-9](#)),  
15 policy ([F77-2](#)), and guidelines ([S78-6](#)) in one single updated policy; and

16  
17 **Whereas:** Per [CSU Policy \(ID:10548254\)](#), one continuing education unit (CEU) is  
18 defined as ten hours of participation; and

19  
20 **Whereas:** The Professional and Continuing Education (PaCE) has been partnering  
21 with external education providers to offer CEUs (external CEUs) while sometimes  
22 similar classes are also offered or can be offered at SJSU by SJSU faculty; and

23  
24 **Whereas:** PaCE now oversees continuing education courses **offered by external**  
25 **partners**; and

26  
27 **Whereas:** The partnership with external education providers allows SJSU to serve  
28 the community by enabling career development of the local workforce such as K-12  
29 teachers. However, it brings only limited revenue to SJSU (less than \$5,000 a year);  
30 and

31  
32 **Whereas:** **Annually, there are about 50-60 students taking external CEUs; and**

33  
34 **Whereas:** The quality and content of external CEU courses are not overseen by  
35 PaCE and SJSU faculty experts due to limited resources and the need for nimble  
36 responses to market needs while the external CEU courses registration process and  
37 transcript do not clearly highlight the difference in quality control between external  
38 CEU courses and SJSU courses; and

39  
40 **Whereas:** While external CEU courses can promote SJSU, they may cause  
41 significant damage to the reputation of SJSU, including the quality of the courses

42 offered at SJSU by SJSU faculty, if an external education provider does not offer the  
43 classes with due diligence; and

44  
45 **Whereas:** When there is a market need, it is desirable to inform the SJSU faculty  
46 experts about the needs and the concurrent external CEU courses for their better  
47 preparation of curriculum development in the respective area to benefit both SJSU  
48 students and open university students; be it therefore

49  
50 **Resolved:** That [S73-9](#), [F77-2](#), [S18-3](#), [F88-5](#), [S78-6](#), and [S71-15](#) be rescinded and  
51 the following become university policy.

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54 Approved: April 7, 2025  
55 Vote: 6-0-0

56  
57 Present: Megan Chang, Stefan Frazier, Melinda Jackson, Scott  
58 Shaffer, Cristina Velarde, Hiu-Yung Wong (Chair)

59  
60 Absent: Marc d'Alarcao, Raha Shojaei, Jessica Trask  
61 Workload Impact: Workload increase for PaCE  
62 Financial Impact: None

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64

## 65 UNIVERSITY POLICY

### 66 Continuing Education-Course Standards

67  
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#### 68 I. General Introduction and Definitions

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70 There are two types of continuing education courses. The first type is offered at SJSU  
71 by SJSU faculty. The second type is offered by external educational institutions  
72 partnered with Professional and Continuing Education (PaCE). In the second type, the  
73 external educational institutions design and offer the courses while PaCE issues  
74 continuing education units (CEUs).

75

76 The concept of CEUs was developed in the 1970s by the International Association for  
77 Continuing Education and Training (IACET), which continues to set standards for CEU  
78 programs and accredits CEU providers. Examples of accredited providers include  
79 universities and colleges, professional associations, private training companies, and  
80 employers offering in-house training programs. CEUs can only be awarded by  
81 accredited providers.

82

83 CEU credit shall not be applicable to any degree program. CEU units are not  
84 comparable to academic units in terms of transferability and rigor. CEU credits are  
85 restricted to professional development and professional continuing education.  
86

## 87 **II. Continuing Education Unit (CEU) Courses ~~offered~~ Created by SJSU**

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89 Continuing education courses (for which no degree credit is given) shall follow the same  
90 standards as regular courses for matriculated students. Departments, deans of schools  
91 and colleges, and (as may be appropriate) the Dean (or delegate) of Graduate Studies  
92 or Undergraduate Education are responsible for the supervision of course content and  
93 for evaluation procedures, as for regular offerings.  
94

95 ~~Supervision of course standards for non-academic credit certificates for a specific~~  
96 ~~audience is coordinated with the Associate Vice Provost of Professional and Continuing~~  
97 ~~Education (PaCE), who is administratively responsible for self-supported professional~~  
98 ~~education and other continuing education programs.~~  
99

100 Continuing education courses (numbered 400 - 499) are especially designed for  
101 professional in-service growth or for subjects of special interest. ~~Unit credit may be~~  
102 ~~given for such courses, but such unit credit is not applicable to degree programs.~~  
103 Policies and procedures for Continuing Education Unit (CEU) courses shall be the same  
104 as are presently provided for extension courses generally, with the following exceptions  
105 only:  
106

- 107 ~~1. CEU credit shall not be applicable to any degree program.~~
- 108 ~~2. A single rate salary schedule using the extension hourly rate for assistant~~  
109 ~~professors may be used for all teachers in CEU courses. Salary shall be earned~~  
110 ~~at the rate of two hours of salary for every one hour of instruction.~~
- 111 1. All CEU courses shall be graded Credit/No Credit.
- 112 2. CEU courses shall be shown on the transcript in a section separate from degree  
113 credit courses. The transcript shall also contain a definition of the CEU and a  
114 statement that CEU courses do not carry degree credit.
- 115 3. CEU courses require a record of hours of student participation, which may be  
116 reported to licensing boards and employers.
- 117 4. The basic time requirement for these nonacademic continuing education unit  
118 (CEU) courses is a minimum of ten hours of contact time for each unit of CEU  
119 assigned. Meetings will normally be held on at least **two** calendar days for each  
120 unit. **Instruction modes can be online, in-person, or hybrid as long as meetings**  
121 **cover the number of hours required for CEUs.** ~~Exceptions are two-day programs~~  
122 ~~which require at least six hours of pre- or post-session projects, reports, reading,~~  
123 ~~research or other activities.~~ Other reductions in the basic time requirement will be

124 made only with the approval of the **Associate Vice Provost of Professional and**  
125 **Continuing Education** based on appropriate justification.

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127 ~~The Associate Vice Provost of Professional and Continuing Education is~~  
128 ~~administratively responsible for these courses.~~

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### 130 **III. Continuing Education Unit (CEU) Courses ~~offered~~ Created by External** 131 **Partners**

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133 External continuing education unit courses (external CEU) are the courses offered by  
134 external educational institutions partnered with the Professional and Continuing  
135 Education (PaCE). **The Associate Vice Provost of Professional and Continuing**  
136 **Education is administratively responsible for these courses.** To maintain the quality and  
137 to avoid resource duplication, it is required that

138

- 139 1. CEU transcripts and certificates shall **clearly** acknowledge whenever the courses  
140 are not taught nor overseen by SJSU faculty;
- 141 2. The websites leading to registrations in both the SJSU domain and external  
142 domain shall clearly state that the classes are not taught nor designed by SJSU  
143 faculty and that SJSU has the sole role of assigning CEUs; and
- 144 3. SJSU college deans, appropriate departments, and the Committee for  
145 Curriculum & Research shall be provided with an updated list of external CEU  
146 courses on an annual basis. When departments choose to offer similar CEU  
147 courses, they may request that the courses offered by external institutions be  
148 removed.

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