

**SAN JOSÉ STATE
UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

**F25-1, University Policy, Continuing Education Unit
Course Standards**

Legislative History:

On September 29, 2025, the Academic Senate approved University Policy, Continuing Education Unit Course Standards, presented by Senator Chang for the Curriculum and Research Committee.

Rescinds: F71-15, S73-9, F77-2, S78-6, F88-5, and S18-3

Action by University President:

Date: October 14, 2025

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

**Policy Recommendation
Continuing Education Unit Course Standards**

Whereas: The current continuing education course policy was implemented more than five decades ago with outdated terminologies and organization names ([F18-3](#) and [S71-15](#)); and

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

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

Whereas: The Professional and Continuing Education (PaCE) has been partnering with external education providers to offer CEUs (external CEUs) while sometimes

similar classes are also offered or can be offered at SJSU by SJSU faculty; and

Whereas: PaCE now oversees continuing education courses offered by external partners; and

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

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

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

Whereas: While external CEU courses can promote SJSU, they may cause significant damage to the reputation of SJSU, including the quality of the courses offered at SJSU by SJSU faculty, if an external education provider does not offer the classes with due diligence; and

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

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

Approved: 09/15/2025

Vote: 11-0-2

Present: Chang (chair), Brent, d'Alarcao, Frazier, Jackson, Loomba, Middaugh, Pendyala, Shaffer, Shojaei, Trask, Velarde, Yan.

Absent: Paredas.

Financial Impact: None expected.

Workload Impact: No change from the current situation.

UNIVERSITY POLICY

Continuing Education Unit Course Standards

I. Introduction and Definitions

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

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

CEU credits are not directly applicable to any degree program. CEU units are not comparable to academic units in terms of transferability and rigor. CEU credits are restricted to professional development and professional continuing education. However, when considering credit for prior learning (per S24-1 Credit for Prior Learning), learning activities associated with awarded CEUs may be assessed by faculty experts as part of an overall portfolio of work experience, credentials, and certifications.

II. Continuing Education Unit (CEU) Courses Created by SJSU

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

Continuing education courses (numbered 400 - 499) are especially designed for professional in-service growth or for subjects of special interest. Policies and procedures for Continuing Education Unit (CEU) courses shall be the same as are presently provided for extension courses generally, with the following exceptions only:

1. All CEU courses shall be graded Credit/No Credit.

2. CEU courses shall be shown on the transcript in a section separate from degree credit courses. The transcript shall also contain a definition of the CEU and a statement that CEU courses do not carry degree credit.
3. CEU courses require a record of hours of student participation, which may be reported to licensing boards and employers.
4. The basic time requirement for these nonacademic continuing education unit (CEU) courses is a minimum of ten hours of contact time for each unit of CEU assigned. Meetings will normally be held on at least **two** calendar days for each unit. Instruction modes can be online, in-person, or hybrid as long as meetings cover the number of hours required for CEUs. Other reductions in the basic time requirement will be made only with the approval of the Associate Vice Provost of Professional and Continuing Education based on appropriate justification.

III. Continuing Education Unit (CEU) Courses Created by External Partners

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

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