

1 **San José State University**
2 **Academic Senate**
3 **Curriculum and Research Committee**
4 **February 3, 2025**
5 **First Reading**

AS 1886

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7 **Policy Recommendation**
8 **Continuing Education-Course Standards**
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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11 than five decades ago with outdated terminologies and organization names ([F18-3](#)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

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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

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

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20 **Whereas:** The Professional and Continuing Education (PaCE) now oversees the
21 offering of continuing education courses; and

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23 **Whereas:** PaCE has been partnering with external education providers to offer CEUs
24 (external CEUs) while sometimes similar classes are also offered or can be offered at
25 SJSU by SJSU faculty; and

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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

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

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

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

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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: January 27, 2025

55 Vote: 9-0-0

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58 Present: Marc d'Alarcao, Megan Chang, Stefan
59 Frazier, Sehtej Khehra, Scott Shaffer, Raha Shojaei,
60 Jessica Trask, Cristina Velarde, Hiu-Yung Wong (Chair)

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62 Absent: Melinda Jackson

63 Workload Impact: Workload increase for PaCE and Registrar's office

64 Financial Impact: None

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UNIVERSITY POLICY

Continuing Education-Course Standards

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I. General

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

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II. Continuing Education Unit (CEU) Courses offered at SJSU by SJSU Faculty

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

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85 Supervision of course standards for non-academic credit certificates for a specific
86 audience is coordinated with the Associate Vice Provost of Professional and Continuing
87 Education (PaCE), who is administratively responsible for self-supported professional
88 education and other continuing education programs.

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

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

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117 The Associate Vice Provost of Professional and Continuing Education is
118 administratively responsible for these courses.

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120 **III. Continuing Education Unit (CEU) Courses offered by External Partners**

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122 External continuing education unit courses (external CEU) are the courses offered by
123 external educational institutions partnered with the Professional and Continuing
124 Education (PaCE). To maintain the quality and to avoid resource duplication, it is
125 required that

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1. CEU transcripts and certificates shall 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.