

**University Policy 3.02.05****Non-Credit Continuing  
Education Offerings****Policy Approval Date: November 18, 2011****Policy Effective Date: December 1, 2011****Procedure Approval Date: November 2, 2021****Procedure Effective Date: December 1, 2021****POLICY STATEMENT**

Capella University awards continuing education units (CEUs) to select non-credit continuing education offerings consistent with the criteria and standards developed by the International Association for Continuing Education and Training (IACET). Capella University awards professional development units (PDUs) to select non-credit continuing education offerings consistent with criteria and standards developed by Capella University's School Curriculum Committees. Capella's provost shall delegate responsibility for review, approval, and awarding of CEUs and PDUs pursuant to this policy and its related procedures.

**RATIONALE**

Capella University recognizes that there are learners who are interested in pursuing continuing education opportunities, either to meet professional licensing and development requirements or simply to increase their professional skills. Capella has established this policy to ensure that the continuing education opportunities will be developed and offered according to recognized guidelines.

**DEFINITIONS****Continuing Education Unit (CEU)**

One continuing education unit (CEU) typically equals 10 hours of learner interaction in an approved non-credit academic offering or learning activity. CEUs are endorsed by an external agency.

**Professional Development Unit (PDU)**

One professional development unit (PDU) equals one hour of learner interaction in an approved non-credit academic offering or learning activity.

**PROCEDURES**

- I. Governance of Continuing Education
  - A. The Product Development Committee has overall administrative responsibility for managing and supporting continuing education offerings.
  - B. Capella faculty and staff may suggest non-credit continuing education offerings for review.

- C. All non-credit continuing education offerings must be recommended by the appropriate school curriculum committee to the Provost for approval.
  - D. All non-credit continuing education offerings must be approved by the Provost prior to their availability.
- II. Continuing Education Units (CEUs)
- A. A continuing education unit (CEU) typically equals 10 hours of learner interaction in an approved non-credit academic offering.
  - B. External agencies that validate Capella CEU offerings may direct Capella to provide a CEU at fewer or more contact hours as appropriate to their discipline.
  - C. The external validating agency may determine the name of the credit type (e.g. CEU).
  - D. Any CEU offerings that do not comply with the guidelines for learner interaction (10 hours) must be approved by the Provost.
  - E. CEU credit cannot be earned through transfer credit or prior learning assessment.
  - F. Learners do not earn quarter credits for an earned CEU.
  - G. CEU credit may not be applied to degree or certificate conferral.
- III. Professional Development Units (PDU)
- A. A professional development unit (PDU) is equal to one hour of learner interaction in an approved non-credit academic offering.
  - B. PDU credit cannot be earned through transfer credit or prior learning assessment.
  - C. Learners do not earn quarter credits for an earned PDU.
  - D. PDU credit may not be applied to degree or certificate conferral.
- IV. Records Management
- A. Continuing education unit (CEU) and professional development unit (PDU) credit is listed on the learner's continuing education transcript.
  - B. Capella University will make a certificate of completion available for earned CEU and PDU credit.
  - C. Earned CEU and PDU credit is not listed on a learner's official academic transcript.

**POLICY OWNER**

Academic Owner: Provost

Operations Owner: Admissions & Records Operations

**RELATED DOCUMENTS**

None

**REVISION HISTORY**

Original Policy Approval Date: November 18, 2011

Revision Dates: 11-2-21

Administrative edits as result of ongoing review: 8-6-12; 1-21-16; 3-17-16; 8-11-16; 5-23-19; 3-26-21