The University of Missouri-Columbia has adopted the Continuing Education Unit as a method of recording participation in selected non-credit educational programs. The recording of this information allows the preparation of certificates and the maintenance of cumulative CEU transcripts for participants.

The definition of a non-credit educational program for which these policies apply is any University of Missouri-Columbia sponsored educational event. The event may be completed in either one day or in a series of experiences.

The educational content and methods of all non-credit educational programs must be approved by an appropriate academic unit.

The academic unit approving the course offered determines the number of CEUs awarded.

One CEU is equivalent to ten contact hours of participation in an activity (e.g. 10 contact hours = 1.000 CEU). CEUs may be awarded in tenths of a unit.

The unit responsible for a non-credit educational program will decide whether or not a participant has qualified for CEU’s. That unit must maintain a roster of those participants who qualify for CEU’s and the number of CEU’s awarded to each. The roster must include the participants full name, address and date of birth and last four digits of the participants’ social security number.

All CEU’s awarded must be entered into the MU Extension database to be official. Contact one of the MU Continuing Education Program Units to enter this information for you. A processing fee will be charged for this service.

It is essential that a documented approval for each program be maintained by the administrative unit for review upon request. This approval should have the appropriate academic and administrative unit approvals.

Documented approval, at minimum, should contain all information in the University of Missouri-Columbia Non-Credit Project Approval form; however each unit may require additional information as they deem necessary.

Each unit may develop its own form to use in place of the University of Missouri-Columbia Non-Credit Project Approval form to include their additional information but it must also contain all the information required on the University of Missouri-Columbia Non-Credit Project Approval form.

Documented approval can be in the form of an electronic mail communication from the appropriate individual/s given authority to approve CEU’s. The electronic mail communication must also contain all the information required on the University of Missouri-Columbia Non-Credit Project Approval form.