



Policy Number and Title:	300.905 Continuing Education Policy and Reporting Guidelines		
Approval Authority:	BMCC Board of Regents	Date Effective:	11/18/2022
Responsible Office:	Academics	Responsible Office Contact	CEU Coordinator

1. POLICY STATEMENT FOR POLICY

The purpose of the Continuing Education Policy is to establish a Continuing Education Program within the Bay Mills Community College according to the criteria established by the International Association of Continuing Education and Training IACET and federal regulations..

2. ENTITIES AFFECTED BY THIS POLICY

All BMCC Departments.

3. WHO SHOULD READ THIS POLICY

All BMCC employees.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Created: 11/18/2022.

-Next Review Date: 11/18/2025

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

I. PURPOSE

The purpose of the Continuing Education Policy is to establish a Continuing Education Program within the Bay Mills Community College.

The 1978 Tribally Controlled Colleges and Universities (TCUs) Assistance Act allows Continuing Education Unit credits awarded by BMCC to be applied toward the calculation of a TCU's Indian Student Count. A CEU is a uniform unit that measures individual participation in noncredit continuing education.

To award and count CEUs, BMCC must create and maintain their CEU program according to the criteria established by the International Association of Continuing Education and Training (IACET).¹ Accordingly, the BMCC Continuing Education Program and its policies and procedures shall adhere to the criteria established by IACET and federal regulations.

The formation of the BMCC Continuing Education Program shall include the Academic, Admissions and Registrar Departments, Faculty and Instructors, and a Continuing Education Program (CE) Coordinator.

II. CONTINUING EDUCATION MISSION

The BMCC Continuing Education Program will serve the College's mission by developing and executing continuing education and lifelong learning opportunities for industry professionals and community members in collaboration with the Academic Department and institutional partners.

III. DEFINITION OF A CONTINUING EDUCATION UNIT

BMCC defines a Continuing Education Unit in accordance with 45 CFR 41.5(F):

(f) Add to the calculation in paragraph (b) of this section **those credits being earned in an eligible continuing education program at the conclusion of the third week of the academic term. Determine the number of those credits as follows:**

(1) For institutions on a semester system: One credit for every 15 contact hours and

(2) For institutions on a quarter system: One credit for every 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction, as described in the criteria established by the International Association for Continuing Education and Training. Limit the number of calculated eligible continuing education credits to 10 percent of your ISC. 25 CFR 41.5(f)

IV. PROCEDURES

The CEU Program information, its Policies, Procedures, and Reporting Guidelines will be provided on the BMCC CEU website and its CEU Handbook(s).

¹ U.S. Code Title 25; Chapter 20, Section 1801, Definitions: (a) #7 and (b) #4 & 5 and 25 CFR 41.5(f).