

COURSE PROPOSAL

A new proposal **MUST** be submitted and approved for every course.

You will need to download this form before filling in the information and clicking on "Submit by Email."

- 1. Course Title:
- 2. Max Enrollment: *CEU values offered: (example: 1,2, 3 or range)
- 3. Number of Instructional Hours: Day(s) of Week:
- 3a. Start & End Dates: 3b. Start & End Times:

Course Description: Please provide a description each term, even if the description has not changed from the last time the course was offered. It must accurately reflect the nature of this course and be well written. This description is used for professional development evaluation and approval. Attach another page with additional course description information to this form if more space is needed or if there are multiple sections to a course. ***Please read CEU Policies and Procedures on page 2.**

- 4. Course Prerequisites:
- 5. Location:
- 6. Signatures:

	Submitted By	Date
	Coordinator	
	Email	Phone
	Approved By	Date
	Director – Prof. Development-SJSU	

For Office Use Only

1.Course Abbreviation:	Catalog Number:	Class Suffix:
2.24- Space Abbreviated Title:		
3.Number of CEUs:	Spring	
4.Identify Term/Semester course will begin:	Summer	year
	Fall	
	Winter	

Policies and Procedures for SJSU Providing Continuing Education Units (CEUs)

1. Coordinator must submit **one proposal form for every course** that will be conducted. The proposal(s) can be emailed to ceuprograms@sjsu.edu or mailed to CPGE at One Washington Square, San Jose, CA 95192-0135. If the proposal is not received **at least 3 weeks before start date of class**, it may not be approved and/or entered into the SJSU system. The duration (dates) of the course must fall within a single SJSU term (Spring, Summer or Fall). Check www.sjsu.edu for the dates of each term.
2. Within 10 business days, CPGE will review the proposal and may approve the course for CEUs, or reject the course if it does not meet the requirements. CPGE will contact the coordinator for additional information, if needed. The course description must include the learning environment, learning outcomes, course content and instructional methods. Course description must also include the number of hours of instruction and number of hours of required activity outside of class. If coordinator is requesting that activity outside of class instruction is to be considered as part of the total hours, a description—with objectives, number of hours and outcomes—of this activity is required. **Ten hours of instruction are required for each (1.0) CEU. CEUs are non-credit and are not academic semester credits.** CEUs will be awarded only in whole number increments. You may bundle two or more courses together, as a series, in one course proposal, to equal the CEUs you are offering, as long as they all fall in the same semester term (Spring, Summer, Fall, Winter). You will need to specify this in the description, with titles for each session.
3. CPGE will schedule course(s) into SJSU system.
4. CPGE will generate and email to the coordinator a customized grade roster form and a course-specific CEU/Transcript Request Form; the request form is to be distributed to students during or immediately after course. **PLEASE DO NOT USE OLD REQUEST FORMS OR CREATE YOUR OWN REQUEST FORM, AS THIS MAY RESULT IN A REJECTION OF THE STUDENT'S CEU/TRANSCRIPT REQUEST.**
5. Coordinator/trainer conducts course and provides CEU/Transcript Request Form to all participants during or immediately after the course.
6. Coordinator must submit the grade roster to CPGE **within one week of the end of the course**. CPGE uses this grade roster to verify instructional hours participants have attended, per CSU policy. Rosters should include all participants, how many hours the participants attended, and how many CEUs they earned.
7. Students should purchase CEUs and request transcripts via Cashnet. A link to the Cashnet webpage is located on the CEU/Transcript Request Form. A notification of the CEU purchase will immediately be sent to ceuprograms@sjsu.edu.
8. If the CEU purchase notification from Cashnet lacks any of the needed information for processing, CPGE will contact the student.
9. CPGE will process the request after receipt of signed grade roster from the coordinator and after the student has purchased CEUs and requested transcripts via Cashnet. Processing takes 10-14 days to complete.
10. Students are able to specify how many official and unofficial transcripts they would like mailed to them on the Cashnet payment site. The maximum number of transcripts a student can request at one time is 5.