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5 **Implementation and Awarding of the Continuing Education Unit**

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7 The following policy statement recommended by the Academic Senate at its meeting of January 29, 1981, and
8 approved by the President on February 24, 1981, is as follows:

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10 I. Authorization

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12 Executive Order No. 255 authorizes each campus to develop and implement policies and procedures
13 for noncredit extension program activities utilizing the Continuing Education Unit as the standard unit
14 of measurement of individual participation. Local policies and procedures regulating the utilization of
15 the Continuing Education Unit shall be consistent with national standards and system-wide
16 requirements provided in Executive Order No. 255.

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18 II. Definition of Continuing Education Unit

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20 A. The Continuing Education Unit is a unit of measurement for noncredit continuing
21 education activities, courses and programs, and non traditional modes of noncredit
22 continuing education activities, including various forms of independent and informal
23 study.

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25 B. One Continuing Education Unit is defined as ten contact hours of participation in an
26 organized continuing education experience under responsible sponsorship, capable
27 direction, and qualified instruction. When appropriate, a decimal fractional part of
28 Continuing Education Unit may be awarded, but not less than .5 CEU per program.

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30 In computing the number of Continuing Education Units to be awarded, only the
31 number of complete instructional hours, or the equivalent, shall be considered. (For
32 example, a program involving 18.5 contact hours would award a maximum of 1.8
33 CEU.) Approval procedures for "equivalent" activities shall be the same as procedures
34 for program instructional approval. CEU may be awarded up to a maximum of 8 hours
35 of instruction per day, assuming that students have no work commitment during the
36 day, and up to a maximum of 4 hours per day, after working hours.

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38 III. Program Qualification

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40 Noncredit extension programs and activities for which individuals may be awarded
41 Continuing Education Units shall satisfy the following criteria:

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43 A. The activity is planned to meet the educational needs of a specific target population
44 whose representatives have had an opportunity for input into the planning process,
45 along with faculty (or other qualified experts approved by the appropriate school or
department) and personnel representing the Office of Extended Education.

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47 B. The following program elements are determined during the planning stages and prior
48 to the time the program is approved for implementation: program purposes and
49 objectives; student performance requirements; evaluation procedures suitable for
50 measuring the effectiveness of program design and operation; and the number of

51 contact hours to be recommended for satisfactory completion of performance
52 requirements.

- 53
- 54 C. The program or activity is of an instructional nature and is sponsored or approved by
55 an academic or administrative unit of the campus most appropriate for determining the
56 quality of program content and resource personnel.
57
- 58 D. Provisions have been made for student registration, which include the gathering of
59 sufficient information from the student to ensure a permanent record of individual
60 participation.

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62 IV. Program Review and Approval Procedure

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64 Program review and approval shall be the responsibility of the most appropriate academic unit.
65 This unit shall determine the quality of program content and resource personnel. The review
66 and approval shall be consistent with procedures utilized in connection with other extended
67 education programs sponsored by the University.

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69 Upon receiving a Program Approval Form the Dean of Extended Education will review the
70 proposed program to determine compliance with CEU policy. The determination of the
71 number of continuing education units to be granted for a particular educational experience is
72 the responsibility of the Dean of Extended Education.

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74 V. Administration

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- 76 A. Administrative responsibility for all programs/activities awarding the CEU shall rest
77 with the Office of Extended Education.
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- 79 B. A permanent record of all CEU awarded and all programs for which the awarding of
80 CEU is authorized shall be maintained by the University's Records
81 Office. The form and content of these records should be consistent with nationally
82 recognized standards for the maintenance of Continuing Education Unit records for
83 students and programs. Procedures for recording CEU shall be established jointly by
84 the University's Records Office and the Office of Extended Education. Recording costs
85 are to be sustained by the Office of Extended Education.
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- 87 C. On occasions when a program/activity awarding CEU is jointly sponsored by two or
88 more campuses, registration procedures should ensure registration with one campus
89 only, in order to preclude duplicate record-keeping.

90 VI. Fiscal Management

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- 92 A. Noncredit continuing education programs and activities administered through
93 Extension for which Continuing Education Units are to be awarded shall be operated in
94 accordance with the policies and procedures governing the Continuing Education
95 Revenue Fund. Revenues derived from such programs and activities shall be deposited
96 in this fund in accordance with existing procedures for revenues derived from self-
97 supporting instructional programs.
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- 99 B. Fees for such programs shall be determined on the basis of estimated cost per person
100 and will be established by the Dean of Extended Education.

101
102 C. In determining the fee for such programs, courses, and activities, costs to be supported
103 by the fee shall be detailed (including the cost of salaries, materials, travel, student
104 services and accommodations, administrative overhead, etc.), and shall specify the
105 number of students expected to enroll in the program. A permanent record of these
106 details shall be maintained in auditable condition.

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109 Effective: Immediately (3-9-81)