

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Date: October 8, 1976

To: Presidents

From: Glenn S. Dumke
Chancellor



Subject: Provisions Governing Implementation of the Continuing Education
Unit Within The California State University and Colleges -
Executive Order No. 255

Enclosed are five (5) copies of Executive Order No. 255 which establishes provisions governing the implementation and use of the Continuing Education Unit. The issuance of the enclosed provisions follows extensive consultation with various concerned groups, including the Advisory Committee on Continuing Education.

Implementation of the CEU is optional with each campus. Those choosing to award CEU's in connection with non-credit extension activities satisfying established criteria shall develop local policies and procedures consistent with this Executive Order and national standards for the CEU.

I urge you, and your colleagues, to give serious consideration to adopting the CEU.

Questions concerning this Executive Order or its implementation should be addressed to the State University Dean, Continuing Education, in this office.

GSD:lf

Enclosure

Distribution: Vice Presidents for Business Affairs
or Administration
Vice Presidents for Academic Affairs
Deans of Continuing Education
Deans/Directors of Admissions and Records
Business Managers
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 255

Title: Provisions Governing Implementation of the Continuing Education Unit Within The California State University and Colleges

Effective Date: October 8, 1976

Supersedes:

This Executive Order is issued pursuant to Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective immediately, the following procedures shall govern the implementation and utilization of the Continuing Education Unit as a uniform standard of measurement for non-credit extension program activities at each campus of The California State University and Colleges system.

I. IMPLEMENTATION

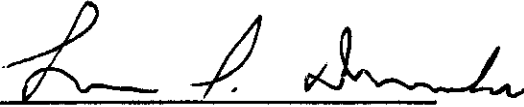
Each campus is authorized to develop and implement policies and procedures for non-credit extension program activities utilizing the Continuing Education Unit as the standard unit of measurement of individual participation. Implementation is permissive. Campuses choosing to utilize the Continuing Education Unit shall develop local policies and procedures consistent with national standards and systemwide requirements provided hereafter.

II. CRITERIA FOR INDIVIDUAL PROGRAMS AND ACTIVITIES

Each campus shall develop its own criteria for non-credit extension programs and activities for which individuals may be awarded Continuing Education Units. As a minimum, these criteria shall include the following:

- A. The activity is planned to meet the educational needs of a specific target population whose representatives have had an opportunity for input into the planning process, along with faculty (or other qualified experts approved by the appropriate campus authority) and campus personnel assigned responsibility for the administration of such activities.
- B. The following program elements are determined during the planning stages and prior to the time the program is approved for implementation: program purposes and objectives; student performance requirements; evaluation procedures suitable for measuring the effectiveness of program design and operation; and the number of CEU's to be awarded for satisfactory completion of performance requirements.
- C. The program or activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the campus best qualified to determine the quality of the program content and to approve the resource personnel required.
- D. Provisions have been made for student registration, which include the gathering of sufficient information from the student to ensure a permanent record of individual participation.

- C. In computing the number of Continuing Education Units to be awarded, only the number of complete instructional hours, or the equivalent, shall be considered. (For example, a program involving 18.5 contact hours would award a maximum of 1.8 CEU's.)
- D. The Continuing Education Unit is not to be confused with the semester or quarter unit as defined in Section 40103 of Title 5 of the *California Administrative Code*. *In no instance shall Continuing Education Units be converted to units of academic credit (e.g., semester or quarter units).*



Glenn S. Dumke, Chancellor

Date: October 8, 1976

Executive Order No. 255 – Provisions Governing Implementation of the Continuing Education Unit
Within The California State University and Colleges