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
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

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.
III. ADMINISTRATION

Each campus shall develop local administrative policies and procedures which, at a minimum, shall provide for the following:

A. Assignment of local administrative responsibility for the program to appropriate campus personnel.

B. Record-keeping and reporting functions. Such policies and procedures should ensure that a permanent record is maintained for all CEU’s awarded and for all programs for which the awarding of CEU’s is authorized. The form and content of these records should be consistent with nationally recognized standards for the maintenance of Continuing Education Unit records for students and for programs.

C. Program review and approval procedures that are consistent with procedures utilized in connection with other continuing education programs sponsored by the campus.

D. Program instructional and resource personnel review and approval procedures that are consistent with procedures utilized in connection with other continuing education programs sponsored by the campus.

E. Steps to preclude duplicate record-keeping when such a program is jointly sponsored by another campus.

IV. FISCAL MANAGEMENT

A. Non-credit continuing education programs and activities for which Continuing Education Units are to be awarded shall be operated in accordance with the policies and procedures governing the Continuing Education Revenue Fund. Revenues derived from such programs and activities shall be deposited in this fund in accordance with existing procedures for revenues derived from self-supporting instructional programs.

B. Fees for such programs shall be determined locally on the basis of estimated cost per person and shall be approved by the president or the president’s designee.

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

V. GENERAL CONSIDERATIONS

A. For the purposes of The California State University and Colleges system, one Continuing Education Unit is defined as ten hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Campuses may, however, choose to award a decimal fractional part of a Continuing Education Unit when appropriate.

B. The Continuing Education Unit is a flexible unit of measurement for non-credit continuing education activities and can be used to record an individual’s participation in non-credit activities, courses and programs; and in non-traditional modes of non-credit continuing education activities, including various forms of independent and informal study.
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

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