

CONTINUING EDUCATION UNIT POLICY

All significant learning experiences of post-secondary level for which degree credit is not earned should be recognized through the use of the Continuing Education Unit (CEU), thus avoiding the term “non-credit” and reserving the term “credit” for those learning activities which generally lead to a degree or diploma.

One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

1. The Senate endorses the use of the CEU for the purpose of measuring, recording, reporting, and recognizing participation by adults in programs which, in the past, have not been recorded in a systematic way or with any sense of permanence, significance, or transferability.
2. The Senate approves of Central Michigan University becoming a sponsoring agent for State Board Continuing Education Units (SBCEUs).
3. Neither CEUs nor SBCEUs can be converted to graduate or undergraduate credits.
4. No activities should be offered for less than .5 CEU credit.
5. The Senate approves the following eight criteria to be used in approving CEUs and SBCEUs:
 - a. The activity is a continuing education learning experience (all significant learning experiences of a post-secondary level) for which degree credit is not earned.
 - b. There is evidence of pre-planning and a written statement of objectives and/or rationale and description of the program content and instructional methodology.
 - c. Content is organized and presented in a sequential manner and is consistent with standards set forth by recognized professional associations, where applicable.
 - d. The program development and planning includes input (input means furnishing information and/or advice which is significant to the resulting program) by the College of Extended Learning director of non-credit programs and any two of the following:
 - (i) Representation of the population served;
 - (ii) Central Michigan University personnel with expertise in the content area;
 - (iii) Non Central Michigan University personnel with expertise in the content area.

- e. Qualified personnel are involved in the program.
 - f. There is provision for registration and certification for individual participants.
 - g. Minimum attendance and participation requirements will be specified for each program.
 - h. The evaluation procedures to determine the effectiveness of the program are identified.
6. The College of Extended Learning will be the coordinator of the CEU program and may recommend policy changes as necessary.
 7. The Registrar's Office shall be the record keeping unit, and permanent records shall be established as necessary which are standardized much the same as current transcripts.
 8. The registration and recording process already in place should be continued.
 9. An individual making a presentation should be allowed to earn CEU or SBCEU credit only once for the same presentation.
 10. An individual should be assessed a fee for each recording of CEUs or SBCEUs in addition to the cost of the program.
 11. School districts in Central Michigan University's "service area" should be made aware of the fact that we are a "sponsoring agency" for SBCEUs and that we are willing to work with them in offering programs.

Approved by the Academic Senate 2/3/75
Revised 10/3/89, 3/11/97, 1/22/02