

# WEST VIRGINIA BOARD OF REGENTS

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*Title 128  
Legislative Rule*

~~POLICY BULLETIN NO.~~

*Series 32*

~~OCTOBER 22, 1982~~

~~(Replaces Policy Bulletin No. 32, dated  
October 2, 1973, and December 16, 1981)~~

## POLICY REGARDING THE CONTINUING EDUCATION UNIT (C.E.U.)

### *Section 2 C.E.U.*

RESOLVED, That the West Virginia Board of Regents, recognizing the importance of continuing education as part of the services rendered by the State system of higher education to the people of West Virginia, and recognizing the need for a systematic method of measuring and reporting continuing education offerings, adopts the Continuing Education Unit (C.E.U.), as defined in the document entitled "The Continuing Education Unit, Criteria and Guidelines," as the Board's official measuring unit for these activities.

### *Section 3* Measurement of Continuing Education Offerings

- 3.1 Continuing education, including such noncredit activities as short courses, institutes, workshops, etc., offered to postsecondary learners, shall be measured in Continuing Education Units (C.E.U.'s) in conformity with "The Continuing Education Unit, Criteria and Guidelines" of the Council on the Continuing Education Unit. A Continuing Education Unit is defined as ten contact-hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction (Council on the Continuing Education Unit, 13000 Old Columbia Pike, Silver Spring, Maryland 20904).

Policy Bulletin No. 32 (continued)

- A. Awards may be made in increments of 1/10 unit; awards involving less than ten contact-hours and earning less than 1.0 C.E.U. should be evaluated especially carefully in terms of the criteria established by the Council on the Continuing Education Unit. Institutions may develop policy limiting the certifying and recording of fractional C.E.U.'s less than 1.0.
- B. In order to determine an institution's total effort in noncredit activities, the following reporting process is provided to the institutions as a means of reporting noncredit offerings to the Board of Regents (the reporting of institutional C.E.U.'s is not compulsory):
  1. Individual C.E.U.'s - Those offerings for which C.E.U.'s were awarded to participants according to the criteria of the Council on the C.E.U.
  2. Institutional C.E.U.'s - Those offerings for which C.E.U.'s were not awarded to participants, but for which data are needed for fiscal or program planning purposes.
- C. The following provisions are essential to the establishment of the C.E.U. as a measuring unit:
  1. The number of C.E.U.'s for each activity must be determined and identified through regular institutional procedures in advance of offering the activity.
  2. There must be some formal registration or identification of participants.
  3. The units will be awarded upon satisfactory completion of the activity as defined by the institution.
  4. A permanent record will be maintained by the institution and made available for each participant. The record will contain, as a minimum, the following information:
    - a. Name of the individual participant
    - b. Student identification number (preferably the Social Security number) of the individual participant
    - c. Title of the offering
    - d. Format of the offering (short course, institute, workshop, etc.)

Policy Bulletin No. 32 (continued)

- e. Description and comparative level of the offering, if not inherently clear from the title.
  - f. Starting and ending dates of the activity
  - g. Location of the offering
  - h. Number of Continuing Education Units awarded for the activity
5. Continuing Education Units are appropriately awarded only for noncredit work and, as such, cannot legitimately be considered for conversion to college credits, nor can college credits be legitimately converted to C.E.U.'s.
6. Each institution granting the C.E.U. shall develop procedures and definitions to accommodate provisions 1 through 4 which are consistent with the publication, "The Continuing Education Unit, Criteria and Guidelines," and submit them for review to the West Virginia Board of Regents by October 1 of the year they are adopted and each year thereafter as revisions warrant.
7. This policy bulletin primarily addresses the policies and procedures for the C.E.U. and is not intended to restrict other noncredit offerings of the colleges and universities.

Adopted: West Virginia Board of Regents  
October 22, 1982