


Effective Date		Date of Revision		Policies, Rules And Regulations
12-20-78				
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PURPOSE

The rapid expansion of knowledge and its swift obsolescence have created a widespread need for noncredit continuing education designed to re- fine and update the skills of workers. In many occupational fields, evidence of continued learning is required for maintenance of member- ship and certification.

Participants in noncredit continuing education experiences as well as employers 9 professional groups9 licensing agencies, and others who routinely examine and evaluate individual accomplishments have recognized a need for uniform methods and standards for combining noncredit educational activities into a measurable record.

In 1974 a task force representing business, industry, labor, professional associations, government, and education developed a concept called the Continuing Education Unit to be used for this purpose.

DEFINITIONS

The Continuing Education Unit (CEU) is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction.

LIMITATIONS

It is understood that Continuing Education Units are to be awarded for learning experiences offered through the Office of Continuing Education which impart organized noncredit instruction to post-secondary learners in programs belonging to the following categories:

1. Intensive courses in technical and professional areas.
2. In-service training to improve competence in new techniques and new technical developments (including courses sponsored by technical and professional societies but offered through the Office of Continuing Education).
3. Courses, seminars, and workshops which may be used in partial fulfillment of certification or licensing requirements.
4. Vocational training, in-service or in preparation for job-entry positions.
5. Professional or paraprofessional training.
6. Liberal education experiences for the general public.

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It is further understood that CEU's cannot be converted to units of academic credit at Eastern Michigan University.

EXCLUSIONS

Types of programs for which Continuing Education Units will not be awarded include the following:

1. Programs carrying academic credit, either secondary or collegiate.
2. Programs leading to high school equivalency certificates or diplomas.
3. Organizational orientation training programs
4. Programs of short duration only casually related to any specific upgrading purpose or goal.

RESPONSIBILITY

The dean of continuing education will be responsible for identifying the need for programs in which Continuing Education Units will be awarded, and for the coordination and administration of such programs. Under his or her direction, the Office of Continuing Education will serve as facilitator between the participant group and the program sponsor to ensure that the program fulfills the needs of the participant group. The ultimate responsibility for program quality rests with the dean of continuing education.

RECORDS

Eastern Michigan University will maintain a record of all Continuing Education Units awarded to individuals. Cumulative records *for* each individual will be constantly available to be issued as an official statement or transcript upon request of the participant and payment of the transcript fee. The following information will be included on all transcripts or official statements:

1. Name and student number of the participant.
2. Social Security number of the participant.
3. Title and course number (if any) of the program or activity.
4. Beginning and completion dates of the program or activity.
5. Number of Continuing Education Units awarded.

In addition, records of each activity for which Continuing Education Units are awarded will be available in the Office of Continuing Education describing for each activity the audience, purposes, format, content, duration, teaching staff, course or experience prerequisites, cooperating-organization (company, agency, association, or institution), and level of instruction.

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COSTS

Each participant will be assessed a fee of \$5.00 per Continuing Education Unit, payable to the General Fund. Other costs of each program will depend upon the nature of the program, its duration, the number of instructors required, and other appropriate expense items as determined by the dean of continuing education in consultation with the program director.

Authority for Creation or Revision
Minutes of the Board of Regents, December 20, 1978; para. .2035M.