



University Policy Statement

UPS 450.500

POLICY FOR NON-ACADEMIC CREDIT/CEU CERTIFICATE PROGRAMS IMPLEMENTATION AND AWARDING OF THE CONTINUING EDUCATION UNIT

Non-academic credit/CEU Certificate Programs shall be offered through University Extended Education, the administrative unit that bears fiscal responsibility for self-support programs. Certificate Programs will vary in length based on industry needs.

A. AUTHORIZATION

Executive Order No. 1099 of the California State University authorizes each campus 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. Local policies and procedures regulating the utilization of the Continuing Education Unit shall be consistent with national standards and system wide requirements provided in Executive Order 1099.

B. NON-ACADEMIC CERTIFICATE/CEU CERTIFICATE PROGRAM DEVELOPMENT

1. Program Qualification

Non-credit extension programs for which individuals may be awarded Continuing Education Units shall satisfy the following criteria:

- a. The program shall be planned to meet the educational needs of a specific target population of professionally-trained individuals.
- b. The following program elements shall be 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 contact hours to be recommended for satisfactory completion of performance requirements.
- c. The program shall be of an instructional nature sponsored or approved by an academic unit of the campus most appropriate for determining the quality of program content and resource personnel.

- d. Each certificate program shall have an advisory board with appropriate representation from the community and faculty. The reviewing academic department will designate one or more members of the advisory board.

2. Proposal Contents

Proposals for certificate programs shall be submitted by University Extended Education to the appropriate academic department(s) and college(s). If the proposal includes new courses which are non-academic credit/CEU courses, such courses must be submitted on the course proposal form established by University Extended Education and the Extended Education Committee. Certificate Program proposals will describe the need for the program and include other pertinent information such as:

- a. Eligibility requirements.
- b. Program purposes and objectives including the learning outcomes to be achieved and the measures that will be used to assess student learning.
- c. Course descriptions and course prerequisite.
- d. Evaluation procedures for measuring the effectiveness of program design and operation.
- e. A list of advisory board members.
- f. A study plan that details the courses to be taken and documents the student's progress towards completion.
- g. A sample of the certificate when the certificate does not follow a previously approved format, which must clearly indicate what is being awarded (attendance, participation, recognition, competence) and include a signature block for the appropriate administrator certifying completion.

3. Program Review and Approval Procedure

Proposed new courses and programs shall follow established curricular procedures for the review and recommendation of non-academic credit courses and other activities:

- a. Program review and approval shall be the responsibility of the Extended Education Committee. The most appropriate academic unit shall recommend to University Extended Education and to the Extended Education Committee whether CEU's are to be awarded for a program, after determining that the program meets the criteria outlined in Section B.1.
- b. Upon receiving the approved program, the Dean of University Extended Education will review the proposed program to determine compliance with CEU policy.

C. ADMINISTRATION

1. Administrative responsibility for all programs awarding CEU's shall rest with University Extended Education.

2. A permanent record of all CEU's awarded and all programs for which the awarding of CEU is authorized shall be maintained by the University. 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 programs. Procedures for recording CEU's shall be established jointly by the University's Records Office and University Extended Education.
3. University Extended Education shall maintain a record of each student's progress and distribute certificates to those successfully completing Certificate Program requirements.

D. DEFINITION OF CONTINUING EDUCATION UNIT

1. The Continuing Education Unit (CEU) is a unit which certifies participation in non-academic credit continuing education programs.
2. One Continuing Education Unit is defined as ten contact hours (one contact hour being equal to 50 minutes of instruction) of participation in an approved and organized continuing education experience.

E. FISCAL MANAGEMENT

1. Non-credit continuing education programs administered through Extended Education for which Continuing Education Units are to be awarded shall be operated in accordance with the policies and procedures governing the Extended Education Local Trust Fund. Revenues derived from such programs shall be deposited in this fund in accordance with existing procedures for revenues derived from self-supporting instructional programs.
2. Fees for such programs shall be determined on the basis of estimated cost per person and will be established by the Dean of University Extended Education.
3. In determining the fee for such programs, costs to be supported by the fee shall be detailed (including the cost of salaries, materials, travel, students services and accommodations, administrative overhead, record keeping, etc.), and shall specify the estimated number of students expected to enroll in the program. A permanent record of these details shall be maintained in auditable condition.

Source: Extended Education Committee 11-17-14

EFFECTIVE DATE: April 8, 2015

Supersedes: UPS 450.500 dated 6.18.03
and ASD -15-10

Incorporates UPS 450.501 dated 6-24-05, and ASD 05-58