

FAYETTEVILLE STATE UNIVERSITY

CONTINUING EDUCATION UNITS (NON-CREDIT INSTRUCTION)

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	Academic Affairs
Applies to:	•Administrator •Faculty •Staff
History:	Approved – September 17, 2010 First Issued – September 20, 2010
Related Policies:	<i>Guidelines for the Use of the Continuing Education Unit</i> [UNC Policy 400.1.9[G]]
Contact for Info:	Office of Extended Education (910) 672-1228

I. PURPOSE

A part of Fayetteville State University's ("FSU") mission is to provide a broad range of programs generally categorized as "public service." Public service programs are integral to the basic instructional and research responsibilities of the University, but they also have an identity and integrity apart from instruction and research. An important component of the FSU's public service is the non-credit continuing education programs awarded by the University.

Having recognized the importance of non-credit continuing education and its significance to FSU, this policy has been established to ensure that FSU's non-credit continuing education awards are aligned with the *University of North Carolina Guidelines for the Use of Continuing Education Units* and Southern Association of Colleges and Schools (SACS) requirements that continuing education credits are awarded on the basis of nationally accepted program quality criteria and administrative procedures.

This policy is intended to apply to the development and operation of continuing education programs which award FSU continuing education units (CEUs). It is not intended to govern conferences, seminars, workshops, or other activities which may be sponsored by FSU but do not involve the awarding of FSU CEUs. It is not intended to govern continuing education awards or other activities by community partners.

II. CONTINUING EDUCATION UNITS (CEUs)

Continuing Education is non-degree-related, non-credit instruction for professional development. Forms of instruction include short courses, conferences, seminars, and workshops.

CEU's frequently are awarded upon completion of continuing education programs. A CEU records the extent of an individual's participation in non-credit continuing education programs, and should not be confused with or equated with performance in a course for degree credit. One CEU is equal to ten contact hours (one contact hour equals sixty minutes of instruction) of participation in a structured continuing education program with qualified sponsorship, direction and instruction. Contact hours include, (a) classroom or meeting session time between the student and instructor and (b) alternative instructional programs including supervised independent study; project based assignments; and field trips with duration of more than two hours/contact hours of instruction (not including travel time).

III. QUALIFYING CONTINUING EDUCATION UNIT PROGRAMS

Non-credit programs for which individuals may be awarded FSU CEUs 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. Provisions made for student registration, shall include the gathering of sufficient information from the student to ensure a permanent record of individual participation.

IV. PROGRAM REVIEW AND APPROVAL PROCEDURE

- A. All programs leading to an FSU award of CEUs must have approvals by the chair of a sponsoring academic department and the appropriate college dean prior to being submitted to Office of Extended Education's (OEE) for review.

- B. OEE shall review all proposed FSU awards of CEUs to ensure that such programs are in compliance with FSU policies and the *University of North Carolina Guidelines for the Use of Continuing Education Units*. All requests must include a proposed budget. The OEE shall have final approval on all requested programs and shall notify the sponsor once the program has been approved.
- C. Requests for approval of programs shall be submitted for review and approval no later than six (6) weeks prior to the programs' start date. A decision to award the CEUs cannot be made after the program has been offered.

V. ADMINISTRATION

- A. In accordance with SACS and UNC regulations, only one unit/department on each campus will be responsible for the administration of the award of CEUs. At Fayetteville State University, the administrative responsibility for all programs awarding FSU CEUs shall rest with OEE.
- B. OEE shall maintain records of all FSU CEUs awarded for no less than seven (7) years, along with a complete listing of all approved CEU programs. The form and content of these records shall be consistent with nationally recognized standards for the maintenance of CEU records for students and programs. Procedures for recording CEUs shall be established by the Division of Academic Affairs and the OEE.