

West Virginia University at Parkersburg Board of Governors

POLICY C-09

ASSIGNMENT OF ACADEMIC CREDIT/CEU'S AND FINANCING NONCREDIT INSTRUCTION

Section 1. General.

- 1.1. Scope. – This rule governs assignment of academic credit and CEU's and financing noncredit instruction.
- 1.2. Authority. – W. Va. Code §18B-2A-4, WV Council for Community & Technical College Education Title 135, Series 18, Section 2.3
- 1.3. Effective Date. – April 17, 2009

Section 2. Policy.

- 2.1. All courses and classes offered for academic credit must be acceptable toward a degree or certificate program(s) as approved by the West Virginia University at Parkersburg Board of Governors and/or the institutionally-adopted general education program(s) as set forth in the college catalog.
- 2.2. Two (2) exceptions may be made to this general policy:
 - 2.2.1 Those courses offered for remedial purposes in the basic academic skills areas (foundation programs).
 - 2.2.2 Certain specialized courses designed to meet the continuing education needs of public and private school personnel.
- 2.3. Continuing Education Units (CEUs) may be awarded to participants in courses and classes not qualifying for academic credit.
 - 2.3.1 For the general CEU, CEUs will be awarded to participants based on time spent in instructional and/or educational activities at the rate of one (1) CEU for every 10 hours spent in class or facilitator supervised educational activity. (For purposes of CEU calculation, a 50-minute hour shall be used.) General CEUs may be awarded at one-tenth unit intervals. Participants must attend at least 80% of all class sessions and demonstrate to the satisfaction of the instructor mastery of the material taught according to each class's pre-established learning outcomes. General CEUs may only be awarded in non-credit classes that can document learning outcomes in professional, vocational or technical fields of study.
 - 2.3.2 The college applies to professional associations and/or governing boards for certification to award and/or keep record of professional CEUs within the various professional fields. In this case, the college will adhere to the time, performance, and any other criteria established by the respective governing body that certifies the college and/or its program to offer the professional CEU.

- 2.4. Except as may be specifically so allocated or approved by the West Virginia University at Parkersburg Board of Governors, no state appropriated funds may be utilized for the direct and identifiable costs of noncredit courses and classes. It is expected that course and class fees and/or contract or gift funds will cover all identifiable direct cost of noncredit courses or classes.