

POLICY C-09

**ASSIGNMENT OF ACADEMIC CREDIT/CEU'S AND FINANCING NONCREDIT INSTRUCTION
ACADEMIC CREDIT, MICRO-CREDENTIAL PATHWAYS, & CONTINUING EDUCATION UNITS**

Section 1. General.

- 1.1. Scope. – This rule governs assignment of academic credit and CEU's and financing noncredit instruction. This rule establishes institutional standards for academic credit, CEU's, and micro-credential pathways.
- 1.2. Authority. – W. Va. Code §18B-2A-4, WV Council for Community & Technical College Education Title 135, Series 18, Section 2.3W. Va. Code §18B-2A-4; WVCTCS Series 18; 34 CFR 600.2
- 1.3. Effective Date. – April 17, 2009
January 20, 2026
Replaces version dated April 17, 2009

Section 2. Policy-Credit Hour Definition and Assignment

- 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. Federal and State Definition of a Credit Hour. – WVU Parkersburg adopts the federal definition of a credit hour as required by 34 CFR 600.2 and WVCTCS Series 18.
- 2.2. Two (2) exceptions may be made to this general policy: Assignment of Credit Hours. – The Curriculum Committee, academic leadership, and faculty ensure that all courses carry an appropriate number of credit hours based on instructional time, learning outcomes, and assessment.
 - 2.2.1 These 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. Application of Credit Toward Academic Credentials. – Credit-bearing courses must apply to approved degree or certificate programs, general education requirements, or institutional requirements reviewed through the curriculum process.
 - 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.~~

Section 3. Micro-Credentials, Noncredit Instruction, and Pathways to Credit.

3.1 Noncredit Instruction and Micro-Credentials. – WVU Parkersburg may offer noncredit workforce training, micro-credentials, and professional development through approved instructional units.

3.2 Pathways to Credit. – Students completing noncredit learning may seek academic credit through PLA, portfolio review, credential evaluation, or state-recognized micro-credentials authorized for credit conversion.

Section 4. Continuing Education Units (CEUs).

4.1 General CEUs. – CEUs may be awarded for approved noncredit activities that meet documented learning outcomes. One CEU represents ten (10) contact hours.

4.2 Requirements. – Participants must complete at least 80% of instructional time and meet assessment or competency requirements.

4.3 Professional CEUs. – When CEUs are governed by state or national organizations, WVU Parkersburg will adhere to applicable standards required by the certifying body.

4.4 Recordkeeping. – WVU Parkersburg will maintain records for CEU-bearing activities in compliance with institutional, state, and accrediting requirements.

Section 5. Oversight and Compliance.

5.1 Institutional Oversight. – The Curriculum Committee and the EVPAA ensure compliance with federal credit-hour regulations and WVCTCS Series 18.

5.2 Periodic Review. – This policy will be reviewed regularly to ensure compliance with state, federal, and accreditation standards.