



# Request for Evaluation of Continuing Education Units for Curriculum Credit

**NOTE: Please read the instructions on the back before completing this form.**

\_\_\_\_\_ DATE

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

First Middle Last 7-digit

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check all that apply:

I have been accepted into a curriculum Associate of Applied Science, Diploma, or Certificate program.

Program name: \_\_\_\_\_ Program code: \_\_\_\_\_

I am currently taking at least one curriculum degree course in my program of study.

Course(s): \_\_\_\_\_

The continuing education units for curriculum credit evaluation were earned in the last five years.

I have attached my CCCC Continuing Education transcript.

CE Course for Evaluation	CEUs	Date Completed	Curriculum Course	Credit hours

Student Signature: \_\_\_\_\_

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For office use only:  
 Program code: \_\_\_\_\_ Program start term: \_\_\_\_\_

Records Staff Signature: \_\_\_\_\_ Process date: \_\_\_\_\_



## **Instructions for Evaluation of Continuing Education Units for Curriculum Course Credit**

This form is to be used when a student is requesting evaluation of continuing education credits for curriculum course credits.

- Students currently or previously enrolled in Central Carolina Community College pre-approved continuing education training courses may request awarded course credit in corresponding curriculum programs. Only courses pre-approved for articulation from continuing education to the curriculum sister course will be considered for conversion.
- Prior to requesting curriculum credit, the student must first register, pay, and pass the continuing education course with a grade of satisfactory.
- In order to request awarded credit, the student must be enrolled in the corresponding curriculum program and be enrolled in at least one curriculum program course past the 10% date of that semester or session.
- The student must apply for the conversion of continuing education units to curriculum credit within five (5) years of earning each applicable unit.
- Seventy-five percent (75%) of an Associate of Applied Science degree, diploma, or certificate may be earned with continuing education units that have been accepted as curriculum credit; the final twenty-five percent of any credential must be earned by completing CCCC curriculum education credit courses.
- Continuing education units may only be applied to specific curriculum courses and may not be used as substitutions for other required courses or courses in other programs of study.
- The credit hours of the course will count toward graduation at CCCC but may not transfer to other colleges or universities.
- The non-course credit will not be used in the student's GPA calculation.

Submit this completed form and Continuing Education transcript to the curriculum Registrar's Office.

*The Continuing Education to Curriculum Awarded Credit form and the list of pre-approved continuing education courses with corresponding curriculum programs is currently under development. To date, available crosswalks exist for CE Bioworks course to curriculum BPM-110 & PTC-110 courses.*