



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section

Policy 5.2.9 - Continuing Education-Curriculum Equivalency

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I. PURPOSE

This policy establishes a formal process through which students who successfully complete pre-approved Continuing Education (“CE”) training courses may be awarded equivalent curriculum credit when those CE courses have been formally evaluated and approved as equivalent to specific curriculum courses. This process is distinct from Credit for Prior Learning (“CPL”) and applies only to institutional course-to-course equivalencies approved by the College.

II. POLICY STATEMENT

The College may award curriculum credit for select Continuing Education courses that have been formally reviewed and approved as equivalent to specific curriculum courses. These equivalencies are established through an academic evaluation process that ensures alignment with curriculum course outcomes, instructional rigor, faculty credentialing standards, and accreditation requirements.

Students who successfully complete an approved Continuing Education course may be awarded the corresponding curriculum credit without additional assessment, provided all eligibility requirements outlined in this policy are met.

III. ELIGIBILITY REQUIREMENTS

To be eligible for curriculum credit under this policy, a student must:

1. Enroll in and complete a pre-approved Continuing Education course that has been formally evaluated and designated as equivalent to a specific curriculum course.
2. Register for and pay all required Continuing Education tuition and fees associated with the course.
3. Successfully complete the Continuing Education course with a grade of *Satisfactory* or higher, as defined by the Continuing Education division.

IV. COURSE EQUIVALENCY APPROVAL

Continuing Education to curriculum course equivalencies must be:

- Evaluated for alignment of learning outcomes, course content, contact hours, and instructional rigor.
- Taught by faculty who meet all applicable credentialing requirements for curriculum instruction.
- Delivered in accordance with institutional standards for course quality and assessment.

Each approved equivalency will be:

- Documented in an official equivalency crosswalk maintained by the College.
- Linked to the corresponding curriculum course number and title.
- Assigned an effective date reflecting when the equivalency was approved.
- Approved by the Chief Academic Officer (CAO) or designee for accreditation and academic oversight purposes.

V. AWARDING OF CURRICULUM CREDIT

Students who meet all eligibility requirements will be automatically awarded the approved curriculum credit upon verification of successful completion of the Continuing Education course.

Awarded credit will:

- Be recorded on the student's academic transcript as institutional credit.
- Carry the same course number, title, and credit hours as the equivalent curriculum course.

No additional testing, portfolio submission, or prior learning assessment is required for credit awarded under this policy.

VI. LIMITATIONS AND TRANSFERABILITY

Curriculum credit awarded through Continuing Education to Curriculum Equivalency is considered institutional credit for purposes of program completion at the College and counts toward graduation requirements at Central Carolina Community College, where applicable.

Transfer of this credit to another institution is determined solely by the receiving institution. Acceptance of transfer credit is subject to the receiving college or university's transcript evaluation and transfer credit policies. The College makes no guarantee that credit awarded under this policy will be accepted by another institution.

VII. ACCREDITATION COMPLIANCE

All Continuing Education to curriculum equivalencies established under this policy comply with applicable accreditation standards, including requirements related to:

- Faculty qualifications,
- Curriculum oversight,
- Course quality and learning outcomes, and
- Academic integrity and consistency.

VIII. AUTHORITY AND REVIEW

This policy is administered by the Chief Academic Officer or designee and is subject to periodic review to ensure continued compliance with accreditation standards, system office requirements, and institutional academic policies.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 5.1.2 - Acceptance of Transfer Students & Transfer Credits

POLICY HISTORY

February 4, 2026	Adopted.
August 24, 2026	Added policy manual cross-reference.