AWARDING CREDIT FOR CONTINUING EDUCATION UNITS

Awarding credit for continuing education courses work involves at least three considerations:

(1) The educational quality of the course for which the student desires credit.
(2) The comparability of the nature and content of the continuing education course with the curriculum course for which credit is desired.
(3) Demonstration of competencies/learning outcomes by the student, either as part of the course or subsequent to it.

Davidson County Community College will award academic credit for continuing education courses only when there is documentation that the continuing education coursework is equivalent to a designated credit course.

The process for evaluating and documenting continuing education coursework for credit is outlined below.

1. Student obtains an official transcript documenting the continuing education coursework. The student fills out the “Request for Evaluation of Continuing Education Coursework.” (This form is available on-line or at the Davidson County Community College Records Office.)
2. The student submits a “Request for Evaluation of Continuing Education Coursework” to the Dean of Continuing Education, Workforce Development and Entrepreneurship or the Registrar who will forward to the Dean.
3. The Dean of Continuing Education, Workforce Development and Entrepreneurship attaches a copy of the continuing education instructor’s statement of qualifications and a copy of appropriate course competencies and forwards the evaluation request packet to the appropriate academic dean.
4. The academic dean reviews the faculty credentials of the person that taught the continuing education course to ensure that the individual has the appropriate educational credentials and confers with appropriate faculty member(s) to evaluate the continuing education coursework.
5. The faculty member(s) evaluates the continuing education coursework and recommends appropriate action. The academic dean and faculty member complete and sign Part II of the “Request for Evaluation of Continuing Education Coursework for Awarding Credit.” The form is then forwarded to the Vice President, Academic Programs and Services, for final approval. It is then forwarded to the Registrar’s Office.
6. The Registrar’s Office notifies the student of the recommendation. If recommended, the credit is recorded on the student’s transcript. However, a grade is not recorded, quality points are not given and the student’s GPA remains unchanged.
REQUEST FOR EVALUATION OF CONTINUING EDUCATION COURSEWORK
FOR AWARDING CREDIT

PART I. TO BE COMPLETED BY STUDENT
I request that continuing education coursework I have completed be evaluated for possible awarding of academic credit. I understand, and agree to, the conditions and recommendations below.

Signature of Student                Date

◆ Student must have successfully completed the continuing education course(s). An official transcript of that coursework must be attached to this request.
◆ Student must initiate the “Request for Evaluation of Continuing Education Coursework” through the Advising Office.
◆ Student, if on financial aid, must check with financial aid office for any impact this awarding of credit will have on future financial aid awards.

Name: Last    First     M                      Student I.D. Number

Address: Number & Street City State Zip

Telephone __________________________________________________________

Program/Degree/Certificate being sought________________________________

PART II: TO BE COMPLETED BY COLLEGE FACULTY MEMBER
A. I recommend credit for the following course(s):

<table>
<thead>
<tr>
<th>I recommend credit for the following course(s):</th>
<th>Contact Hours</th>
<th>Credit Course Name/Number to be awarded</th>
<th>Credit Hours</th>
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B. I do not recommend credit for the following reason(s):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Signature of Faculty Member                Date

Signature of Dean                          Date

Signature of Vice President                Date

TO BE COMPLETED BY COLLEGE REGISTRAR
Credit recorded: _______ Student notified of recommendation(s): _______

August 1, 2012