

EL CENTRO COLLEGE

AWARDING CREDIT FOR CONTINUING EDUCATION UNITS

Awarding credit for continuing education coursework is a transparent process that includes the assurance of applicability toward a technical degree or certificate program. To that end, two issues are critical: (1) determining the comparability of the non-credit course to the credit course and (2) meeting SACS criteria.

- (1) AACRAO (American Association of Collegiate Registrars and Officers) guidelines used in the transfer and awarding of all academic credit are applicable when considering the awarding of academic credit for work taken through the Continuing Education Division. It is recommended that the academic credit applied toward the degree be considered the “receiving institution” and continuing education coursework earned be considered “transfer credit from another institution.” It is the “...receiving institution’s responsibility to provide reasonable and definitive policies and procedures for determining a student’s knowledge in required subject areas.” Further, the following AACRAO guidelines should be noted:

Transfer of credit from one institution to another involves at least three considerations:

- (1) *The educational quality of the institution from which the student transfers.*
 - (2) *The comparability of the nature, content, and level of credit earned to that offered by the receiving institution, and*
 - (3) *The appropriateness and applicability of the credit earned to the programs offered by the receiving institution, in light of the student’s educational goals.*
- (2) According to the “Principles of Accreditation,” Southern Association of Colleges and Schools, Commission on Colleges, 2010, section 3.4.8

The institution awards academic credit for course work taken on a non-credit basis only when there is documentation that the non-credit coursework is equivalent to a designated credit experience.

The outlined steps in evaluating continuing education coursework for credit provides the steps in documenting the equivalency of the course work.

9/26/01
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EVALUATION OF CONTINUING EDUCATION COURSEWORK FOR CREDIT PROCEDURE

STEP 1:

Student obtains an official transcript documenting the continuing education coursework after the student has completed a minimum of one technical education credit course within the requested program. The student fills out the "Request for Evaluation of Continuing Education Coursework:." (The form is available on-line or at the El Centro Continuing Education Office.)

STEP 2

The student submits a "Request for Evaluation of Continuing Education Coursework" to the Advising Office. The request must also include an official college transcript and a verification of a technical education associate degree or certificate plan being sought.

STEP 3

The Advising/Counseling Office initiates a degree plan in the desired technical education program area for the student. The evaluation request and degree plan is forwarded to the Continuing/Workforce Education Office.

STEP 4:

The Continuing/Workforce Education Division 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 instructional division dean. (Note: This part is not necessary if a concurrent credit/noncredit course was taught by the instructional division and both types of students meet the same course outcomes criteria.)

STEP 5:

The instructional division dean reviews the faculty credentials of the person that taught the continuing education course and assigns a technical education faculty member to evaluate the continuing education coursework. (May not for concurrent course offerings, so this step may be waived in such case)

STEP 6:

The technical education faculty member evaluates the continuing education coursework and recommends appropriate action. The instruction dean and technical education faculty member complete and sign Part II of the "Request for Evaluation of Continuing Education Coursework for Awarding Credit." The technical education faculty member forwards the evaluation recommendation(s) to the Registrar's Office.

STEP 7:

The Registrar's Office notifies the student of the technical education faculty member's recommendation. If recommended, the credit is recorded on the student's academic record and applied to the student's technical education degree associate degree or certificate plan

**REQUEST FOR EVALUATION OF CONTINUING EDUCATION COURSEWORK
FOR AWARDING CREDIT**

PART 1. TO BE COMPLETED BY STUDENT

I request that continuing education coursework I have completed be evaluated for possible awarding of academic credit related to an El Centro College technical education program/certificate. I understand, and agree to, the conditions and recommendations below.

Signature of Student

Date

- ◆ Student must have met all assessment/TSI requirements for credit course admission.
- ◆ Student must enroll in DCCCD credit technical education course(s) and complete a minimum of one technical course within the DCCCD with a grade of "C" or better before any approved continuing education coursework will be awarded.
- ◆ 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 must declare a DCCCD credit technical education major and request an official degree plan in the desired credit technical education program.
- ◆ 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

