



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: _____

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 credit will be awarded with a grade of "EL", Experiential Learning/Credit by Experience.

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; CE HOS-3072 (obsolete after 10/2023) or CUL-3072 to CUL-110; CE HOS-3041 (obsolete after 10/2023) or CUL-3041 (Quality Food Service) to CUL-140/140A; CUL-3041 (Intro to Baking) to CUL-160.