Request for Credit – CE to CU

This form is to be used for any student requesting credit for a Continuing Education course taken through Randolph Community College. Please note that credit awarded may not be accepted in transfer by other post-secondary institutions.

Internal Articulated Credit for Continuing Education

A student may be granted articulated curriculum credit upon successful completion of a noncredit, continuing education course. Criteria to award college credit includes the following:

- Final course grade of "C" or better.
- Comprehensive demonstration of course competencies and student learning outcomes, verifying skills attainment.
- The student must enroll in a curriculum program within 2 years of completing the continuing education course to receive articulated credit.

Articulated courses must have equivalent course hours of instruction, course content, and student learning outcomes. Noncredit course instruction must be provided by a qualified instructor in accordance with curriculum faculty standards. A student may be asked to provide documentation of an earned industry-recognized credential and/or demonstrate competency of course outcomes to verify mastery of specific skills related to the learning outcomes of the course being considered for articulated credit. The student may receive articulated credit for the curriculum course if it is determined the student has demonstrated competence in course content, satisfactorily meeting all learning outcomes for the course.

This is to promote successful progression in the curriculum program of study and to ensure the student's safety when entering a program utilizing specialized equipment. Credit may not exceed 75% of course requirements in a program of study for completion of a degree, diploma, or certificate program.

Part I: To Be Completed by the Student

Student Name (print): _____   RCC ID # or SSN _____

Date of Birth: ____/____/_____   Phone: _____

Program/Major: _____

Signature: _____   Date: _____

RCC Continuing Education course to be considered for articulated credit:

CE Course number: _____ CE Course Title: _____

Part II: To Be Completed by: Director for Workforce Development and Continuing Education

CE Course number: _____ CE Course Title: _____

Date student completed CE course: _____ Letter Grade earned: _____

Signature: _____ Date: _____
      Director of Workforce Development and Continuing Education (or Designee)

Part III: To be completed by the appropriate Department Head (for course), Dean (for program), Associate Vice President of Learning & Workforce Development , and Vice President for Learning and Workforce Development.

Additional Criteria (optional):

Industry-recognized credential(s):

Credential: _____ Date Earned: _____ Expiration Date: _____

Credential: _____ Date Earned: _____ Expiration Date: _____

Competency Demonstration: Demonstrates course competencies: ☐ Yes   ☐ No

Method: _____

Signature: _____ Date: _____
      Department Head or Faculty Designee

This CE course has been deemed eligible for articulated credit and the student has demonstrated competence in course content, satisfactorily meeting all learning outcomes for the course.

Curriculum course(s) to be awarded credit: _____

Signature: _____ Date: _____
      Department Head for program in which the course(s) are offered

Signature: _____ Date: _____
      Dean of program for which student is currently enrolled

Signature: _____ Date: _____
      Associate Vice President of Learning & Workforce Development

Signature: _____ Date: _____
      Vice President of Learning & Workforce Development

Part IV: Return completed form to the Office of Enrollment Management for Recording.

Signature: _____ Date: _____