



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EE-2 Conversion of Non-Credit (CE) Concurrent Courses to Credit Semester Credit Hour (SCH) Courses **APPROVED:** January 7, 2004 **REVISED:** March 1, 2013
Year of last review: 2021
AUTHORIZING BOARD POLICY: EE

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Workforce and Continuing Education

OBJECTIVE: To establish a process and criteria for conversion of non-credit concurrent courses to regular semester credit hours credit.

PROCEDURE:

I. Definitions:

- A. Continuing Education Course - A non-credit course offering Continuing Education Units (CEUs) as approved by the Texas Higher Education Coordinating Board (THECB).
- B. Semester Credit Hour Course - A course offering semester credit hours as approved by the THECB.
- C. Concurrent Course - A continuing education course (non-credit) that shares the facility, curriculum, and instructor with a regular college academic course.

II. Administrative/Faculty* Guidelines for Concurrent Courses:

- A. The appropriate Continuing Education (CE) Director will notify the appropriate Dean/Director of the concurrent class that there are non-credit students in the class. The notification will explain the necessity of adhering to College policy and procedure related to student compliance concerning course requirements, attendance and recording of grades.
- B. The appropriate CE Director is responsible for keeping concurrent course syllabi in the department files.
- C. Faculty* shall ensure that CE students enrolled in concurrent courses complete all course work required of credit students.
- D. Upon request by student, the appropriate CE Director will provide information that stipulates the conditions and criteria for converting non-credit to semester credit hours. This information will delineate the District's requirements and the student's responsibilities.

III. Conditions -- Students wishing to convert continuing education units to academic credit must meet the following conditions:

- A. Meet admissions requirements and be admitted to the College as a credit student paying all appropriate fees.
- B. Must be enrolled in one credit course past census date.
- C. Register into and successfully complete a concurrent course by attaining an equivalent passing score as required of credit students in the course.
- D. Meet the strict time deadlines by applying for the conversion of credit within two years of completing the concurrent course.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

- E. The course must be in the catalog for the student's catalog year. The catalog year will be established based upon the student's admission and enrollment in credit courses.
- IV. Process for Conversion of Continuing Education Units to Semester Credit Hours -- Students desiring to convert CEUs from a concurrent continuing education course to academic semester credit hour must adhere to the following process:
- A. To be awarded conversion credit, a student must first be a credit student admitted to the College. If the CE student is not already admitted to the College as a credit student and has earned no credit with EPCC, he/she must apply for and be accepted as a regular credit student meeting all current College requirements.
 - B. The student initiates the conversion process by requesting that the appropriate CE Director forward a recommendation for the petition process to Counseling.
 - C. The student then meets with a Counselor to prepare a petition requesting conversion of credit. The petition must include the continuing education course information, including course title, course reference number, course dates, semester/term, instructor name and numerical grade earned. It should also indicate that the student has been accepted as a credit student and has successfully completed at least one credit course at EPCC. Counseling should review the student's record in preparing the petition form.
 - D. The petition is then sent to the Executive Director of Admissions and Registration for verification of admissions requirements and of successful completion.
 - E. The appropriate Dean/Executive Director will review and approve/disapprove the petition subject to Board Policies and College Procedures ensuring that the course met concurrent requirements and faculty* met credit course credentialing requirements.
 - F. The petition is then returned to the Office of Admissions and Registration for posting of the appropriate credit to the student's academic transcript. The Office of Admissions and Registration will notify the student of credit conversion.
 - G. The Office of the Bursar will notify the student of any outstanding balances.
- V. The student may appeal to the Vice President of Instruction and Workforce Education.