

VERIFICATION OF DEGREE AND ENROLLMENT STATUS

This procedure identifies guidelines for verification of enrollment or graduation status of a student in a given semester. This procedure includes transcript and grade reports procedures.

The College will withhold all student record services of students who have outstanding financial obligations. Services to be withheld include: issuance of an official and unofficial transcript, certification of enrollment, verification of degrees, release of educational records, copying of educational records and registration for future terms/semesters. Services will be withheld until all encumbrances are satisfied.

However, students may review and inspect their educational record at any time.

Degree Verification

Students and third party, such as employer, credit card, or insurance company may request enrollment verification through the National Student Clearinghouse. This can be done in one of the following ways:

1. Visit National Student Clearinghouse (NSC) website at <http://www.nslc.org/>
2. Send email to National Student Clearinghouse degreeverify@studentclearinghouse.org

Enrollment Verification

- Enrollment Status
- Fall and Spring Semesters:
- Full-time status = 12 or more undergraduate-level credits
- Three-quarter status = At least 9 but fewer than 12 undergraduate-level credits
- Half-time status = At least 6 credits but fewer than 9 undergraduate-level credits
- Part-time status = fewer than 6 credits undergraduate-level credits

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Continuing Education Units (CEUs)

1) Continuing Education Units have no direct transferability into curricula measured in academic credits – a standard measure for the amount of subject matter to be studied in pursuit of technical diploma or associate of applied science degree courses. Therefore, courses or activities taken for CEUs may not be converted to credit.

2) One CEU will be awarded for each ten hours of direct contact participation in eligible continuing education experiences. Evaluations of performance in CEU courses will not be calculated in the GPA.

3) Continuing Education Units for courses (but not activities) successfully completed will appear on the transcript as a separate level of study. CEU courses are awarded a pass or fail grade on a transcript.