

VERIFICATION OF DEGREE AND ENROLLMENT STATUS

Procedure PR 728.04: 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.

Enrollment Status for Fall and Spring Semesters

- Full-time = 12 or more undergraduate-level credits
- Three-quarter = 9-11 undergraduate-level credits
- Half-time = 6-8 undergraduate-level credits
- Part-time = 1-5 undergraduate-level credits

Degree and Enrollment Verification

MPTC can provide verification to third parties such as employer, credit card, or insurance company.

- **If you are a third-party representative:** please visit the National Student Clearinghouse (NSC) website at <https://www.studentclearinghouse.org/verify/>.
- **If you are a current student:** please complete the **Student Authorization for Release Form** (<https://www.morainepark.edu/experience-mptc/student-resources/transcripts-and-student-records/student-authorization-for-release-of-education-records-information/>) or use your MPTC student email to send the third-party form to records@morainepark.edu.

Continuing Education Units (CEUs)

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.

1. 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.
2. 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.