

ELIZABETH CITY STATE UNIVERSITY
Continuing Education Program

Preamble

The Continuing Education Program at Elizabeth City State University is committed to contributing to the mission of the University by providing a variety of continuing education opportunities and special activities geared toward the professional development and personal development needs of the citizenry of northeastern North Carolina. It utilizes the University's educational resources to disseminate credit and non-credit programs to non-traditional audiences through public service programs and academic support services.

Organization of Continuing Education Program

The Continuing Education Program is headed by the Director of Continuing Education, who has the authority and responsibility for establishing and administering procedures to ensure that all activities meet specified criteria. The Continuing Education Advisory Council serves in an advisory capacity to the Director of Continuing Education. The Director of Continuing Education reports to the Associate Vice Chancellor of Academic Affairs who, in turn, reports to the Provost/Vice Chancellor for Academic Affairs.

1. Academic Certificate Program

Academic Certificate Program is a formal program of courses and other related experiences in a field of specialization. In some disciplines, a Certificate is akin to a professional credential, while in others, a Certificate is recognition of competence in a given skill, practice, or field of study.

Like an academic degree, a Certificate Program is offered by a host academic school, department, or curriculum and is related to an academic area of study. It carries academic credit. The campus encourages interdisciplinary and inter-institutional Certificate Programs where appropriate.

Academic Certificate Programs are intended for matriculated, degree-seeking students in academic curriculum undergraduate and graduate programs, or for non-degree seeking students (special students) at Elizabeth City State University whose objective is the development of specialization in the field of the certificate program. These programs signify accomplishment, specialization, and achievement.

Coursework and Other Program Requirements

A minimum of 9 hours of coursework is required for an Academic Certificate Program. All courses counting toward the Certificate Program are courses approved by regular procedures, and together they must form a coherent program of study. The courses may be part of an

academic degree program. Additionally, non-course activities are expected to be part of a Certificate Program. For example, co-curricular activities such as attendance at lectures, seminars, discussion groups and seminar series, creation of portfolio, and completing a practicum, field study, or research requirements may be appropriate to include in a Certificate.

Academic Certificate Programs will necessarily vary in the scope of the credential. All Academic Certificates awarded after successful completion will result in an official remark on the students' academic transcript. The undergraduate and graduate certificate will be awarded at the same time the undergraduate and graduate degree is awarded.

2. Continuing Education Unit Certificate Program (CEU)

The **Continuing Education Unit (CEU)** is a certificate designed for working professional bringing powerful credentials aligned with employer demands. It is also a nationally recognized measure of participation in an approved non-credit continuing education program. One Continuing Education Unit (1.0) is defined as **“Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”** One CEU is awarded for each ten (10) contact hours of instruction in a specified continuing education program or activity. The number of CEUs are determined after the program has been planned and the schedule completed prior to the offering of the program. A decision to award CEU is not made after the program has been offered.

3. Personal Enrichment Program

Personal Enrichment could provide an opportunity for adults to develop skills or turn skills into entrepreneurial opportunities. These classes could include creative arts, exercise, dance, fitness, notary work, cooking, gardening, language, music drive improvement, safety, etc.

Reference the Continuing Education webpage for guidelines and procedures