

Co-Listing Credit Courses with Continuing Education

Important: Please read all information carefully and completely before completing the below information.

1. Name of the course you wish to co-list?
2. Course number?
3. Credit hours?
4. What academic department houses this course?
5. Who is (are) the faculty member(s) teaching this course?
6. A portion of the revenue generated by non-credit students will be returned to your department. Would you like for continuing education to deposit this revenue directly into a specified account? If so, what is the account number?
7. Please attach a syllabus of the course. If the following information is not on the syllabus, please write it in the space below:
 - a. Course days, dates, and times
 - b. Course objectives
 - c. A description of the course
 - d. Required items to participate in the course
 - e. Any additional fees or costs that may be incurred by students
 - f. Other pertinent information that may be needed for advertising

Submitted by:

Date:

Approved by:

Department Chair or Dean

Date:

Director of Continuing Education

Date:

ACADEMIC CREDIT WAIVER

(Required for all students in co-listed classes)
(READ CAREFULLY BEFORE SIGNING)

I, _____, understand that I will not receive academic credit from North Georgia College & State University Public Service & Continuing Education Center upon completion of _____.

I understand that the above course is being offered through North Georgia College & State University Continuing Education as a non-credit continuing education course. I understand that the Continuing Education Center is not authorized to award college credit but may award Continuing Education Units (CEUs). In order to receive academic credit for any course offered at North Georgia College & State University, I understand that I must meet the admission requirements set forth in the university catalog and be admitted to the university.

Printed Name of Participant _____

Signature of Participant _____

Date Signed _____

Dear Instructor:

Thank you for allowing our continuing education student to attend your class as a co-listed student.

Information for you concerning co-listed students:

Co-listed students are encouraged to participate in class assignments however they are not required to take exams nor do they receive a grade for the course. Co-listed students have signed an Academic Credit Waiver and are aware they will never receive academic credit for this course.

Please mark the student's attendance on the attached roll, then sign and return to Continuing Education at the end of the semester. We need attendance records to complete our files for properly reporting CEUs to the Board of Regents.

We will send an evaluation form and self-addressed envelope for you to give to the student near the end of the semester.

If you have any questions or concerns please contact Continuing Education at 706-864-1918.

Thank you,

Administrative Secretary
Stewart Center for Continuing Education