

### **Administering Academic Coursework**

Academic units are intended to serve as a standard unit for credit for educational experiences from accredited institutions of higher learning. This accreditation must be recognized by the Council for Higher Education Accreditation (CHEA). The acceptance of academic units recognizes individuals for their efforts to continue their learning in higher education and to pursue a degree. Academic units will be converted to CEUs.

### **Calculation of CEUs**

Academic credit is converted on the basis of 1-quarter credit hour equaling 10 contact hours (1 CEU) and 1 semester credit hour equaling 15 contact hours (1.5 CEUs).

### **Administration**

1. The Participant must submit the completed Academic Coursework Activity Plan/Report (see Appendices) to the Sponsor. The Sponsor may require the participant to submit relevant materials in order to determine Content Area (e.g., course outline, syllabus, or catalog).
2. Upon completion of the academic activity, the participant shall send the Sponsor a copy of the grade report or online grade report or transcript. The Sponsor shall include the verification of the grade with the Academic Coursework Activity Plan/Report.
3. The Sponsor shall verify participants' successful completion of the academic coursework. Successful completion is defined as receiving a passing grade (pass or letter grade of C [2.0 GPA] or above).

### **Fees**

The Sponsor may charge the participant an equitable fee for administering the Academic Coursework CEUs. (The GaRID fee is \$10 per course.)