

Continuing Education Certificate Programs



www.hunter.cuny.edu/ceprograms

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As you move into the workforce and build your professional careers, we want to continue to be there for you.

The Benefits

Continuing Education's certificate programs are offered for no college credit, but there are limitless benefits to continuing your professional development and personal enrichment at Hunter College. Register today for an entire certificate program and you will receive the following benefits:

- **Demonstrate professional skills growth on your resume:** A certificate is awarded to students who successfully meet program requirements. Certificates, transcripts and completion letters can be requested online by filling out the 'Certificate/Completion Letter Request Form' at the following web address: <https://ww3.hunter.cuny.edu/ce/view.php?id=20>. *Duplicate copies are available for a \$10 fee.*
- **Receive job alerts:** Continuing Education receives employer requests for full-time, part-time, intern, paid and unpaid positions. CE students must have up-to-date email addresses on file to receive email alerts about job opportunities. Note: CE does NOT offer job placement.
- **Save 10% or more:** prices are discounted for the entire program in comparison to paying course by course.
- **Payment Plans:** Payment plan options are available on certificate programs which allow for several payments over time, rather than one lump sum at the time of registration.
- **0% interest rate** on all of our payment plans.
- **A one-time registration fee.**
- **Retake a course free of charge:** If a student fails a course, they can retake this course free of charge within one year. This privilege can be exercised only once for the duration of the program.
- **Become part of Continuing Education Programs (CEP) at Hunter College Alumni Network.** When you matriculate at CEP, you become a lifetime member of the CEP community. As you move into the workforce and build your professional careers, we want to continue to be there for you. Our professional workshops series is designed to serve the practical needs of our community of learners. Best yet, these workshops are offered to the CEP community at low-costs under \$100. Learn more about our Professional workshops at <http://www.hunter.cuny.edu/ce/professional-workshops>.



About Continuing Education Programs (CEP) at Hunter College

Continuing Education Programs at Hunter College (CEP) serves as the non-credit educational arm of Hunter College, of the City University of New York. CEP meets the professional, academic and cultural needs of our rapidly changing global community. Our programs: the International English Language Institute (IELI), Continuing Education, Parliamo Italiano, CEP Online, and The Writing Center- CE, offer over 250 courses and certificate programs. More than 8,000 students annually enroll in CEP courses offered in spring, summer and fall semesters.

The International English Language Institute (IELI), created in 1976, offers all levels of English as a Second Language instruction. **Continuing Education** has offered a rich variety of certificate programs, personal enrichment and professional development courses since 1998. **Parliamo Italiano**, a leader in Italian language instruction, joined CEP in June 2011. **CEP Online** e-learning launched summer 2015. **The Writing Center-CE** has offered an annual Writers' Conference and an exciting cultural showcase of literary events since joining CEP in September 2010. Become a part of CEP at Hunter and learn the skills you need to excel in today's world.

General Information

As a benefit of registering for a certificate program, students who fail a course can retake this course free of charge within one year. This privilege can be exercised only once for the duration of the program. See our retake policy below. For detailed retake, refund, and discount policies, please visit: <http://www.hunter.cuny.edu/ce/general-information/refund-policy>

Retake Policy

- If for any reason a student does not complete a class, the class will be treated as a failure. In this case, the Retake Policy will apply.
- The Retake Policy allows a student to retake the failed class free of charge within a period of one year. This privilege can be exercised only ONCE for the duration of the certificate program.
- If a student believes that his or her circumstances warrant special consideration in the case of a dropped or uncompleted class, please state the reason in writing and send to the Deputy Director of CE, whose decision on the matter will be final.

Course Status

If enrollment for a course does not reach a required level, the course will be canceled. However, when maximum enrollment is reached, the course will be closed immediately and the names of interested registrants will be put on a wait list and notified on a "first come" basis if an opening occurs. Please register early to avoid disappointment.

Grades

Student progress is measured through examinations, research and writing assignments, and classroom participation. A grade of A, B, or C is required in each certificate course. **A passing grade is 73=C.** *Note: The passing grade for the Certificate in Translation and Interpretation Studies is a B.*

Student Visas

Continuing Education Certificate Programs are part-time non-credited courses and therefore we do not issue student visas for our programs, **except for the Certificate in TESOL.** To apply for a student visa, students must be enrolled in a full-time credited college program or an ESL studies program. Our TESOL certificate program students are eligible to apply for a student visa. For more information on the Continuing Education Programs ESL studies, learn more about our sister-program 'the International English Language Institute': <http://www.hunter.cuny.edu/ielj>