

International University for Graduate Studies Professional Continuing Education Unit Credit Evaluation Form

Applicant Name: _____

See "Professional Continuing Education (Professional CEU) Conversion to Academic Credit Procedures." Professional Continuing Education Credit Units (CEUs) can be considered for transfer as academic credit if they were taken in extension of your graduate education. **10** CEU credit hours are required for transfer to each graduate academic credit.

Instructions: Enter the required information in the table below. Insert new rows as needed. List the sponsoring agency and title of the course. Include documentation showing proof of attendance. Number the document and type the corresponding number in "Proof of Attendance." List the number of contact hours and the type of evaluation that was performed at the CEU course, if any. Insert rows as needed.

To be Completed by Candidate									For Administrative Use			
Sponsoring Agency	Title of Course (Course Content)	Proof of Attendance (Include numbered document, then list document # here)	# of CEU Contact Hours*	Type of Course Evaluation (Check if any)					Graduate Level? (Approved / Not Approved)	Credits Accepted Without Examination	Credits to be examined	Equivalent Academic Credits Accepted for Transfer*
				Exam	Prese- -ntation	Case Study	Other	None				

Evaluated by: _____

Faculty of: _____

Signature: _____