WAKE TECH COMMUNITY COLLEGE

# Request for Evaluation of Continuing Education Units for Curriculum Credit

**Note: Please read the instructions on the back before completing this form.**

Student's Full Name _____ Student ID# _____ Date _____

Email _____

Please check:

☐ This student has been accepted into a curriculum Associate in Applied Science degree, diploma, or certificate program:

Program Name _____ Program Code _____

☐ This student is currently taking at least one curriculum degree course in their program of study:

Course(s):

☐ The continuing education units for curriculum credit evaluation were taken within the last 5 years.

☐ Wake Tech Community College Continuing Education transcript is attached

| Continuing Education Course for Evaluation | Curriculum Course Equivalent |
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Workforce Registrar Staff Signature _____ Date _____

Curriculum Dean Signature _____ Date _____

**Instructions for Evaluation of Continuing Education Units for Curriculum Credit**

This form is to be used when requesting evaluation of continuing education units for curriculum credit.

Wake Technical Community College continuing education units will be evaluated for curriculum credit equivalency under these conditions:

- Only courses pre-approved by both Continuing Education and Curriculum Education Services will be considered for conversion.

- Continuing Education Units must be evaluated for curriculum credit equivalency within five years of completion of each course in which the student has earned a Satisfactory grade.

- Continuing Education Units will be evaluated for curriculum credit equivalency once a student has been accepted into an Associate in Applied Science degree, diploma, or certificate program and is enrolled in at least one curriculum program course past the 10% date of that semester.

Seventy-five percent (75%) of a degree, diploma, or certificate may be earned through converting continuing education units to curriculum credits in pre-approved courses; twenty-five percent (25%) of any credential must be earned in curriculum education credit courses.

Continuing education units may only be applied to specific curriculum courses and may not be used as substitutions for other required courses or courses in other programs of study.

The student information on this form (Student name, date, ID#, email) may be completed by a student, staff, or faculty member. If completed by a student, they should forward to their instructor or Department Head, as appropriate.

A staff or faculty member should verify the student's active program(s) of study and the curriculum class(es) they are enrolled in for the current semester. They should also indicate the Workforce course(s) to be evaluated for Curriculum credit. The staff or faculty member should email this form to the Workforce Development (Continuing Education) Registrar's office (ceregistrar@waketech.edu) to request a review for CU credit.

The Workforce Development Registrar's Office will indicate on the form the appropriate Curriculum credits to award (if any) and attach the student's Workforce transcript as documentation. They will return this form and all necessary documentation to the staff or faculty member who requested the review.

The requester will send the form to the appropriate Curriculum Dean for final approval. After the Dean has signed the form, it should be forwarded to tranevalreq@waketech.edu . The Curriculum Registrar's Office will award the CU credit and attach this documentation to the student record.