REQUEST FORM FOR AWARDING CEU CREDIT

In order to receive Continuing Education Credit for a program, this form must be completed and submitted to Graduate and Continuing Studies two weeks prior to the beginning of the program.

NOTE: Please advise participants that payment by money order is preferred. There is a minimum three-week wait for transcripts/certificates from date check payments are deposited in Student Business Services.

PROGRAM INFORMATION

Program Title ________________________________________________________________
Instructor ________________________________________________________________
Location ________________________________________________________________
# of Instructional Contact Hours ________________________ # of CEU Credits ____________
Date(s) ________________________________________________________________
Time(s) ________________________________________________________________
Is this workshop/program open to the public?  Yes  No
Please identify group being served ____________________________________________
Anticipated Attendance ____________________________________________________

CONTACT PERSON

Contact Person ______________________________________________________________
Sponsoring Organization ______________________________________________________
Address ________________________________________________________________
Phone ________________________________________________________________
E-Mail Address ______________________________________________________________

INTERNAL USE

CRN __________________ Term __________________ Date of Email Confirmation ____________

As an institution of higher education and in the spirit of its policies of equal employment opportunity, Delta State University declares its policy of equal education opportunity. All applicants for admission will be considered without regard to applicant's race, color, religion, sex, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status.