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

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.

Submit this form, along with the student's CE transcript and any other necessary documentation, to the Curriculum Education Registrar's Office. Documents may be sent to registrar@waketech.edu.