



DIVISION OF CONTINUING EDUCATION  
AND PROFESSIONAL STUDIES

## SETON HALL UNIVERSITY

### Application for Assignment of Continuing Education Units (CEUs) for Noncredit Activity

Return complete form to Cindy Jimenez, Program Coordinator, Division of Continuing Education and Professional Studies, Arts & Science Hall 216, 400 South Orange Ave., Seton Hall University at <[cindy.jimenez@shu.edu](mailto:cindy.jimenez@shu.edu)> Tel: (973) 761-9087 Fax: (973)761-9325

#### SECTION 1 PROGRAM INFORMATION

Continuing Education Activity Title \_\_\_\_\_

Brief Description \_\_\_\_\_

Format            Campus credit class \_\_\_ Off-campus or distance education class \_\_\_  
Noncredit workshop/seminar \_\_\_ Other \_\_\_

Activity Level    Undergraduate \_\_\_            Graduate \_\_\_            Noncredit \_\_\_

Dates \_\_\_\_\_ Times \_\_\_\_\_

Anticipated number of participants \_\_\_\_\_ Minimum required \_\_\_\_\_ Maximum allowed \_\_\_\_\_

Total activity contact hours \_\_\_\_\_ Number of CEUs recommended for program: \_\_\_\_\_  
*(1 CE Unit is 10 contact hours—round off to nearest tenth (i.e., a 14-hour program is eligible for 1.4 CEUs)*

Criteria for determining satisfactory completion:

\_\_\_\_\_

Instructor Name(s):

\_\_\_\_\_

#### SECTION 2 SPONSOR INFORMATION

Program Sponsor and Address \_\_\_\_\_ Telephone and email \_\_\_\_\_

#### SECTION 3 APPROVALS

The signatures below indicate approval for awarding CEUs to the above program

Approval granted for \_\_\_\_\_ Continuing Education Units

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Division of Continuing  
Education and Professional Studies

\_\_\_\_\_  
Date

