

# Texas Woman's University - Office of Lifelong Learning Program Proposal Form

Title: \_\_\_\_\_

Suggested Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ TWU Dept. (if applies) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Instructor's Qualifications: \_\_\_\_\_

\_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

Statement of Objectives and Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate Criteria for Awarding CEU's to Individual Students:

- Evaluation of Student Performance
- Evaluation of Instructional Procedures
- Evaluation of Course Effectiveness

**Note:** CEU's will not be awarded without the program proposal form.

Is an industry specific CEU application required? Yes or No

If yes, please provide what *type of CEU* is needed and *contact information*: \_\_\_\_\_

\_\_\_\_\_

The following information is required to process the request for CEU's:

- Proposal form
- Program (rough draft acceptable)
- Detailed agenda
- Vita(s) on presenters
- Information on agency if first time request for CEU's

**Questions:** Contact TWU, Office of Lifelong Learning at 940.898.3408 or email [lifelonginfo@twu.edu](mailto:lifelonginfo@twu.edu).

**Return form to:**

Texas Woman's University, Office of Lifelong Learning  
PO Box 425649  
Denton, TX 76204-5649

**Office use only:**

Number of CEU's awarded: \_\_\_\_\_  
(1 CEU per 10 Contact Hours)

Approvals:

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Chairperson (Department)

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Date

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Dean/Director

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Date

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Associate Director of Lifelong Learning

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Date