

Easy-Reference Guide for Determining Number of Potential Credits for *Each* IV and V Tab

Work Experiences (IV Tabs)

Undergraduate Credit for each position (IV tab)	
Months on Job	Max potential credit hours
0 - 9	0
10 - 12	1
13 - 15	2
16 - 18	3
19 - 22	4
23 - 28	5
29 - 33	6
34 - 38	7
39 - 43	8
44 - 50	9
51 - 57	10
58 - 64	11
65 - 71	12
72 - 80	13
81 - 89	14
90 - 99+	15

Graduate Credit for each position (IV tab)	
Months on job	Max potential credit hours per job
0 - 9	0
10 - 15	1
16 - 20	2
21 - 25	3
26 - 30	4
31 - 35	5
36 - 40	6
41 - 45	7
46 - 50	8
51 - 55	9
56 - 84+	10

The potential credit chart is based on full-time employment.

Training Experiences (V Tabs) (Undergraduate & Graduate)

Courses from Regionally- Accredited Schools that did not transfer to CMU*	
Class Hours	Credit Hours
0 - 14	0
15 - 29	1
30 - 44	2
45 - 60	3
and so on	

*Every 15 class hours = 1 credit. The number of credits for a course as reflected on the school's transcript is how much we award.

Trainings, Workshops, Seminars*	
Class Hours	Credit Hours
0 - 44	0
45 - 89	1
90 - 134	2
135 - 180	3
and so on	

* Every 45 hours = 1 credit. For Vehicle Design students with trainings from Batavia or Philpott Automotive Engineering School, every 40 hours = 1 credit.

10 CEUs (Continuing Education Units) = 1 credit