CONTINUING EDUCATION UNIT (CEU) TO ACADEMIC CREDIT
CONVERSION REQUEST FORM

STUDENT AND COURSE INFORMATION

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>CEU Course Prefix and Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A Number:</td>
<td>Semester CEU Course was taken:</td>
</tr>
<tr>
<td>CRN (Academic Class)</td>
<td>Subject</td>
</tr>
</tbody>
</table>

- I hereby authorize Utah State University to charge my USU student account tuition and fees for the number of academic credits that I am converting from CEU to academic credit and a conversion fee of $150.00 for each academic year that has passed since the course was completed with a minimum conversion fee of $150.00.
- I understand that I will be credited the $30 per CEU workshop fee that was paid previously. I will not be credited for any other costs (instructional, course, or materials fees, etc.) that were assessed for the CEU version of the course.
- I understand if I am enrolled in other academic credits this current semester that these converted CEU credits will not count toward the current semester’s academic credits, and will not count toward the tuition plateau.
- I certify that, to the best of my knowledge, all information provided on this form is correct and no unauthorized changes have been made.
- I certify that all signatures are authentic and free of forgery. I understand that forging a signature or knowingly providing false information can lead to disciplinary action.

Student Signature: ____________________________ Date: ____________________________

STUDENT:

After completing this form and obtaining necessary signatures, please submit this form to the Registrar’s Office.

IN PERSON:          BY MAIL:          BY FAX:          BY EMAIL:
TSC Room 246        1600 Old Main Hill  Attn: Registration Supervisor  RE: Registration Supervisor
Logan Campus        Logan, UT 84322-1600  435-797-1110  registrar@usu.edu