

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

| STUDENT AND COURSE INFORMATION |         | To be completed by student     |         |
|--------------------------------|---------|--------------------------------|---------|
| Student Name:                  |         | CEU Course Prefix and Number:  |         |
| Student A Number:              |         | Semester CEU Course was taken: |         |
| CRN (Academic Class)           | Subject | Course                         | Credits |

- 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:  
TSC Room 246  
Logan Campus

BY MAIL:  
1600 Old Main Hill  
Logan, UT 84322-1600

BY FAX:  
Attn: Registration Supervisor  
435-797-1110

BY EMAIL:  
RE: Registration Supervisor  
registrar@usu.edu