

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:	

- 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. Tuition will be assessed based on the tuition rate at the time the course was taken.
- 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:
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DEPARTMENT AUTHORIZATION		To be completed by department
Department Head Name (printed):		
Department Head 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