

**CONVERSION APPROVAL OF CONTINUING EDUCATION (CE)
CONTACT HOURS TO COLLEGE CREDIT HOURS**

Conversion approval must be reviewed whenever the course for credit or through CE Credit is changed. If no changes are made, the courses must still be reviewed every three years through the Program Review process.

Continuing Education Course		College Credit Course	
Name	Number	Name	Number

SIGNATURES INDICATE APPROVAL OF EQUIVALENCY.

Department Chair

Date

Continuing Education Director

Date

Academic Dean

Date

FOR OFFICE USE ONLY

Posted to CE Contact Hour to College Credit Equivalency Guide

Director of Admissions and Records

Date

**Continuing Education (CE) Contact Hour to College Credit
Equivalency Guide**

Continuing Education Course		College Credit Course		Date Approved	Review Date
Name	Number	Name	Number		

Student Signature

**Student Request for Conversion of Continuing Education (CE)
Contact Hours to College Credit Hours**

Student Name: _____ ACC EID: _____

Address: _____

Home Phone: _____ Other Phone: _____

Continuing Education Course			College Credit Course	
Name	Number	Date(s) Taken	Name	Number

Student must attach proof of successful Continuing Education course taken. Submit form to any Admissions and Records Office for processing.

Student Signature