

Amarillo College
PETITION FOR ALTERNATIVE
ACADEMIC CREDIT

- Credit awarded through this process is an option reserved for students who are currently enrolled and have a declared major appropriate for the credit.
- Student's must meet Texas Success Initiative Testing (TSI) requirements for the Program in which the student is currently enrolled prior to credit being posted.
- Amarillo College cannot guarantee credit received through conversion will be recognized by transfer institutions. Please verify transferability prior to applying for credit.

Step 1. Meet with Department Chair to determine if Credit Earned is an option through (choose one):

- Conversion of Continuing Education to Academic Credit (\$25 per semester credit hour (sch) example: 3hrs x \$25 = \$75.00).
 - All academic rigor must be equivalent to those completed by Academic students. Attach documentation.
- Departmental Examination (\$25 per sch)

Step 2. Please provide the following information:

Last Name	First Name	MI	Student ID
Course Name, Number and Title			Major
Student (Signature)			Program Manager/Department Chair Approval (Signature)

Step 3. Visit any Assistance Center counter to pay the processing fee. Attach Copy of receipt to the back of this form.

Step 4. Leave form with the Registrar's Office for routing and signatures.

Step 5. Take examination and/or meet with Department Chair.

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This section to be completed by Department Chairperson.

Date Course/Exam was completed	Grade Earned*
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*Student must receive a grade of C or higher to earn Academic Credit.

On the basis of the assigned grade, it is recommended that credit be granted.

Date	Program Manager/Department Chairman
Date	Dean
Date	VP Academic Affairs
Date	Registrar