

**Amarillo College**  
**Petition for Credit by Departmental Exam**

**Step 1:** Students meet with the Department Chair/Coordinator to determine eligibility.  
**Note:** Amarillo College cannot guarantee credit received through conversion will be recognized by transfer institutions. Please verify transferability prior to applying for credit.

**Chair/Coordinator Approval:**  
All academic rigor must be equivalent to those completed by Academic students. Attach any applicable documentation.

Last Name	First Name	M.	Student ID
Course Name, Number, and Title			Major
Student (Signature)			Department Chair/Coordinator (Signature)

**Step 2:** Students visit any Assistance Center or AskAC counter to pay the processing fee. AskAC will attach copy of receipt to the back of this form.

**Fees:** \$25 per sch (semester credit hour). For example, credit awarded for a 3 sch course = \$25 x 3 = \$75.00.

**Step 3:** Form routed to department for exam.

**Department Use Only:**  
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Date	Dean
Date	Associate Vice President
Date	Vice President of Academic Affairs
Date Exam Taken	Department Assigned Grade (A-F or Pass/Fail)
Date entered by Registrar Personnel	

*Amarillo College allows up to 36 semester credit hours for Prior Learning Credit with additional considerations given to credit earned by licensure. Academic departments have the freedom to grant credit based on their individual departmental Prior Learning Credit policy. Please see the Prior Learning Assessment webpage [www.actx.edu/ie/pla](http://www.actx.edu/ie/pla) to obtain more information on each individual program's practice of accepting Prior Learning Credit.*