

**Amarillo College**  
**PETITION FOR ACADEMIC CREDIT EARNED THROUGH**  
**LICENSURE**

**Step 1.** *Meet with Department Chair to determine if Credit Earned through Licensure is an option.*

- Credit awarded through this conversion process is an option reserved for students who are currently enrolled and have a declared major appropriate for the credit.
- Student's must meet the following criteria in order to be awarded credit through licensure:
  - Student must meet Texas Success Initiative (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 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 licensure fee of \$5.00 per credit hour (example: 3hrs x \$5 = \$15.00). Attach Copy of receipt to the back of this form.*

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

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On the basis of the attached Licensure Documentation, it is recommended that credit be granted.

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