

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*

*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 for Academic Affairs
_____	_____
Date	Registrar