Spanish Academic Credit Petition Form

Instructions: Students must place into SPAN 1120, 2110 or 2120 with a placement exam. Once the student receives a C or better in the higher level Spanish course (in which they placed), they can request credit from the lower level course(s). Advisors and students should contact the appropriate academic dean’s office for questions. The form will be processed once it is submitted to the Records Office by the academic dean or associate.



Spanish Academic Credit Petition Form

Students must place into SPAN 1120, 2110 or 2120 with a placement exam. Once the student receives a C or better in the higher level Spanish course (in which they placed), they can request credit from the lower level course(s). Approved credit is based on the following: the student is not registered for the course(s) to be assessed; the student is currently enrolled; and the credit hours are applicable to the current program of study that is listed in the system. **Contact the appropriate academic dean for criteria and details.**

**A non-refundable $40.00 fee must be paid**

**at the Student Services office before issuing credits.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | ID #: |       |
|  |
| Address: |       |  |       |       |       |
|  | Street | City | State | Zip Code |
| Phone Number(s) |       |  |       |  |       |
|  | Home | Work | Cell |

**Petitioned Course(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Prefix | Course # | Course Title | Credit Hours |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Instructor Signature:

 Instructor of the Prefix (course) Date

Approval Signature:

 Academic Dean of the Prefix (course) Date

# **Please return form to the Records Office FOC Bldg 5**

## For Official Use Only

**Student Services Office**

Receipt #

Total Paid

Date

Staff

**Records Office**

Posted By

Date