

**Amarillo College**  
**PETITION FOR CONTINUING**  
**EDUCATION CREDIT**  
**CONVERSION**

- Step 1: Students meet with the Department Chair/Coordinator to determine eligibility and declare an academic major.  
Step 2: Amarillo College cannot guarantee credit received through conversion will be recognized by transfer institutions. Please verify transferability prior to applying for credit.

Chair/Coordinator:

All academic rigor must be equivalent to those completed by Academic students. **Attach documentation.**

\_\_\_\_\_  
Last Name      First Name      M.

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Course Name, Number and Title

\_\_\_\_\_  
Major

\_\_\_\_\_  
Student (Signature)

\_\_\_\_\_  
Department Chair/Coordinator (Signature)

Step 3. 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. Form is then routed for approvals.

**Fees:** Conversion of Continuing Education to Academic Credit (\$25 per semester credit hour (sch) example: 3 sch x \$25 = \$75.00).

Department Use Only:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
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.*