# 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 Registrars 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 Registrars Office FOC Bldg 5***

**For Official Use Only**

**Student Services Office** Receipt # Total Paid Date

Staff

**Registrars Office**

Posted By

Date