Academic Credit Petition Form

Instructions: Academic credit for a MCC course or courses may be given to a student upon review of documentation submitted to an academic dean of the course. Advisors and students should contact the appropriate academic dean’s office for questions and criteria. The form will be processed after it has been submitted to the Records Office by the academic dean or associate.

Academic dean or Academic Associate: Please email completed form to [records@mccneb.edu](mailto:records@mccneb.edu)



Academic Credit Petition Form

The College may grant academic credit based on a review of official documentation submitted to the dean of the Academic **Course**. Approved credit is based on the following: the student is not registered for the class (es) to be assessed; the student is currently enrolled in an active program of study; 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.**

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

**Petitioned Course(s)**

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

Approval Signature:

Academic Dean of the Prefix (course) Date

# **Please return form to the Records Office at** [**records@mccneb.edu**](mailto:records@mccneb.edu)

## For Official Use Only

## Records Office

Posted By

Date