Return to Records Office
1355 West Highway 10
Anoka, MN 55303
Fax: 763-576-7721
Email: Registrar@anokatech.edu
Phone: 763-576-7740
www.anokatech.edu

Course Substitution Petition

Submit this form to request to substitute a course in place of another course on your program plan or to use an additional course to fulfill a transfer credit shortfall. If the substituted or additional course is a transfer course from a non-Minn State Institution, you must have an official transcript on file with the Anoka Technical College Records Office. Allow 15 business days for processing.

Name: _____ **Student/Star ID#:** _____

Email: _____ **Phone:** _____

Major: _____

Section A: Complete this section if you are requesting to substitute a course not used in your program plan in lieu of a course required for your program.

ATC Required Course & Title *Ex. HLTH1010 Med Term*	**Credits** *1*	**Substituted Course & Title** *HLTH1040 Med Term*	**Credits** *2*

Section B: Complete this section if you are requesting to use an additional course not used in your program plan to fulfill a transfer credit shortfall.

Additional Course & Title *Ex. SOCI1710 General Sociology*	**Credits** *2*	**Reason for Additional Course** *Transferred 3cr Gen Psyc; Need 1cr to cover transfer shortfall*

Office Use Only:
Faculty Recommendation: ☐ *Approved* ☐ *Not Approved* ☐ *Approved with Conditions*
Faculty Comments: _____
Faculty Signature: _____ *Date:* _____

Registrar Comments: _____
Registrar Signature: _____ *Date:* _____

Entered on Student Record by: _____ *Date:* _____
Comments: _____

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