

Course Substitution Petition

See back of form for guidelines, instructions and routing process. Use this form when you want to substitute one course for another or want to use an additional course (credit) to fulfill a transfer credit shortfall.

Name: _____ Date _____ Student ID: _____
 Address: _____ Phone Number _____
 Program: _____ E-Mail: _____

Complete the Section that applies:

Section A: Course Substitution: (Substituting one course for another). An official transcript must be attached, except students attending MnSCU institutions.

ATC Required Course	Substituted Course Title and Number

Section B: Additional Course: (Adding a course to your program plan). An official transcript must be attached, except students attending MnSCU institutions.

ATC Required Course	Additional Course Title and Number

Reason for additional course:

Allow 10 – 15 business days for evaluation) could be longer during peak times.

Faculty Recommendation: Approved Not Approved Approved with Conditions

Faculty Signature _____ Date _____

Registrar Signature _____ Date _____

Recorded into Students record by Transfer Specialist Date _____ Signature: _____

Comments: **(OFFICE USE ONLY)**

Guidelines and Instructions:

Uses of this form: Substitute a course in place of another from your program plan, or use an additional course (credit) to fulfill a transfer credit shortfall

Course Substitution:

1. This is an Anoka Technical College course not in your program plan substituted for another course.
2. EXAMPLE: HLTH 1040 (Anoka Technical College) Medical Terminology (2 credits) substituted for HLTH 1010 – Medical Terminology (1 credit)
3. This is a course that was transferred in to be substituted for another course.
4. EXAMPLE: BIOL1106 (Anoka Ramsey Community College) Intro to Biology substituted for MAST 2065 - Capstone

Additional Course:

1. Adding a course to your Program Plan.
2. EXAMPLE: want to add ARCH1015 Commercial Construction to your electives for Construction Estimating Program
3. Adding a course to cover a credit transfer shortfall.
4. EXAMPLE: want to add a sociology course to cover a General Psychology transfer of only 3 credits to cover the shortfall of the one credit.

To appeal a denial of a transfer of credit, please complete the Appeal of Transfer Credit Form.

For Office Use ONLY:

Routing Process

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| 1. Office of Records/Registration received Petition | Date: _____ |
| 2. Petition logged into Petition Log | Date: _____ |
| 3. Petition routed to Faculty member(s) | Date: _____ |
| 4. Faculty route back to Registrar | Date: _____ |
| 5. Transfer Specialist reviews and processes request | Date: _____ |