

Course Substitution Petition



Submit this form to request to substitute a course in place of another course in your program 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-MinnState institution, you must have an official transcript on file with the Anoka Technical College Records Office.

Name: _____ Student/Star ID#: _____

Email: _____ Phone: _____

Major: _____

Semester (select one): Fall Spring Summer Year: _____

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

ATC Required Course & Title <i>Ex. HLTH1010 Med Term</i>	Credits <i>1</i>	Substituted Course & Title <i>HLTH1040 Med Term</i>	Credits <i>2</i>

Section B: Complete this section if you are requesting to use an additional course note used in your program plan to fulfill a transfer credit shortfall.

Additional Course & Title <i>Ex. HLTH1010 Med Term</i>	Credits <i>1</i>	Reason for Additional Course <i>Transferred 3cr Gen Psyc; need 1cr to cover credit shortfall</i>

Submit completed form to registrar@anokatech.edu or Records Office, Room 104.

College Use Only:

Faculty Recommendation: *Approved* *Not Approved* *Approved with Conditions*

Faculty Comments: _____

Faculty Signature: _____ Date: _____

Registrar Comments: _____

Registrar Signature: _____ Date: _____

Processed by: _____ Date: _____

Comments: _____

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