

## CONVERSION APPROVAL OF ALTERNATIVE CREDIT CONTACT HOURS TO COLLEGE CREDIT HOURS

Conversion approval must be reviewed whenever the course for credit or through Alternative Credit is changed. If no changes are made, the courses must still be reviewed every three years through the Program Review process.

Alternative Credit Course		College Credit Course	
Name	Number	Name	Number

SIGNATURES INDICATE APPROVAL OF EQUIVALENCY.

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Program Coordinator/Task Force Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Alternative Credit Director

\_\_\_\_\_

Date

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Dean

\_\_\_\_\_

Date

### FOR OFFICE USE ONLY

Posted to Alternative Credit to College Credit Equivalency Guide

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Director of Admissions and Records

\_\_\_\_\_

Date



**Student Request for Conversion of Alternative  
Credit Contact Hours to College Credit Hours**

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Alternative Credit Course			College Credit Course	
Name	Number	Date(s) Taken	Name	Number

Student must attach proof of successful alternative credit course taken. Submit form to any Admissions and Records Office for processing.