



Official Petition for Open Electives BAT Operations Management Form

Student Name (Last, First)

Banner ID

Degree Type (AA, AS, AAS, BAT Certificate of Completion)

Major

Catalog Year

Active

Veteran

N/A

Military Status

Courses taken ten or more years before a student's last enrollment at Alamo Colleges will not count toward degree requirements in Applied Science but may transfer as electives. Students can petition for exceptions, which will be evaluated by the program lead and the VPAS.

Requirements

Student must complete form and sign

Students must submit all official transcripts prior to evaluation

Course used in this evaluation are used for Open elective only

Only one form can be used per institution

Courses must be from a regionally accredited or approved accrediting agencies recognized by THECB.

Credits over 10 years old may be applied only toward electives unless an exception is requested and approved by the department.

Faculty review is required if the course is not from an approved transfer source, as outlined in the applicable PAC catalog.

Course to be used for Evaluation

Institution

PAC, NLC..

Course Name	Course Number	Credit Hours	Grade
Ex: KINE	1301	3	B
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Must be a "D", equivalent, or better.

*for office use only

SUBMITTED BY:

Advisor

Date

Office Phone Number

Student Name:

Student Signature

Date

Approved Disapproved

APPROVAL:

Program Lead or Designee

Date

Approved Disapproved

APPROVAL:

Dean

Date

Reason for Disapproval

Submission Instructions: Submit this completed form along with the official transcripts to the designated office or email.

Procedure

1. Advisor/BAT Department meets with student to fill out "Official Petition for Open Electives BAT Operations Management Form" and signs.
2. Advisor/BAT Department will PDF form and forward to Patricia Martinez pborrego2@alamo.edu for routing to respective Program Lead or Designee for signature.
3. Form will then be forwarded to Dean of CTE for final approval and signature.
4. Once signed by Dean of CTE, the form will be forwarded to PAC-
graduaiton@alamo.edu for processing and loading into BDM/Banner.

Process ends.