

A student who feels adequately prepared in the content of a course (not applicable to Humanities or Liberal Arts electives) and can present substantiating evidence may petition the appropriate academic unit head for permission to take an equivalency examination to obtain credit for the course. Equivalency examination may not be taken for any course for which a prior placement or equivalency examination was evaluated; is a prerequisite or deficiency for a course for which student has received credit*; is a prerequisite for a course in which student is enrolled after the first week of classes*; in which student received a grade, including a withdrawal or audit grade; a course in which student is enrolled beyond the first week of classes. Students may not take an equivalency examination during the semester in which they have petitioned to graduate. Equivalency examinations are not available for graduate level courses. *An exception will be made for a transfer student during the first semester at Florida Tech following the semester in which the student has been officially notified of transfer-credit evaluation. No request for equivalency examination will be given until the appropriate fees are paid (see the university catalog).

STUDENT NAME _____ DATE _____
(Please Print) Last First Middle Initial

STUDENT ID NUMBER _____ MAJOR _____ TELEPHONE () _____

MAILING ADDRESS _____
Street/Apt. No. City State ZIP

PREFIX - COURSE NO.

COURSE TITLE

EQUIVALENCY KNOWLEDGE OBTAINED OVER A PERIOD FROM _____ TO _____

Explain in detail how this knowledge was obtained (use additional sheets if necessary) Request will not be considered unless a comprehensive explanation is provided.

Student Signature _____

1. ACADEMIC ADVISER (Must clear with examining department before approval.)

Approved for examination Not approved for examination

Academic Adviser Signature _____ Date _____

2. UNIVERSITY CASHIER - EQUIVALENCY EXAMINATION FEE

PAID: Date _____ Amount _____ Receipt Number _____

3. EXAMINING ACADEMIC UNIT

Examination date _____ Examination grade _____

Examiner Signature _____ Date _____

4. ACADEMIC UNIT HEAD OF EXAMINING ACADEMIC UNIT

The student Passed Failed an equivalency examination for the course listed and should should not be given _____ semester credit hours by examination.

Academic Unit Head Signature _____ Date _____

5. DEAN OF EXAMINING ACADEMIC UNIT

Approved

Dean Signature _____ Date _____

DISTRIBUTION: White - Registrar/Yellow - Student's Academic Unit/Pink - Student

Registrar's Use Only
Operator's Initial _____ Date _____