

Please fill out online and print. Florida Tech University Online students must use the Florida Tech University Online form found under that area.

DATE _____

NAME _____ STUDENT ID NO. _____

Last

First

CATALOG YEAR _____ MAJOR CODE _____

ACADEMIC UNIT _____ DEGREE PROGRAM _____ MINOR CODE _____

COURSE SUBSTITUTIONS

Note: The course taken for substitution must carry credits equal to or greater than the required named course listed in the catalog / degree program. Advisers are required to review the student's degree evaluation (CAPP) to determine the need for substitution before using this form.

REQUIRED COURSE LISTED BY NAME IN CATALOG / DEGREE PROGRAM	CREDITS		COURSE TAKEN FOR SUBSTITUTION <i>(the substituted course you want applied to your degree program)</i>	CREDITS
		FOR		

JUSTIFICATION

REQUIRED COURSE LISTED BY NAME IN CATALOG / DEGREE PROGRAM	CREDITS		COURSE TAKEN FOR SUBSTITUTION <i>(the substituted course you want applied to your degree program)</i>	CREDITS
		FOR		

JUSTIFICATION

REQUIRED COURSE LISTED BY NAME IN CATALOG / DEGREE PROGRAM	CREDITS		COURSE TAKEN FOR SUBSTITUTION <i>(the substituted course you want applied to your degree program)</i>	CREDITS
		FOR		

JUSTIFICATION

REQUIRED COURSE LISTED BY NAME IN CATALOG / DEGREE PROGRAM	CREDITS		COURSE TAKEN FOR SUBSTITUTION <i>(the substituted course you want applied to your degree program)</i>	CREDITS
		FOR		

JUSTIFICATION

EXCEPTIONAL ADJUSTMENTS FOR TRANSFER CREDIT

Note: In cases where substituted total credits do not equal the total credits for required named course listed in the catalog / degree program, additional credit will be required to make up the difference (i.e., 3 credits of physics transferred toward a 4-credit requirement at Florida Tech). Advisers are required to review the student's degree evaluation (CAPP) before using this form.

REQUIRED COURSE LISTED BY NAME IN CATALOG / DEGREE PROGRAM	CREDITS	COURSE TO BE TRANSFERRED TOWARD DEGREE <i>(more than one transfer may be needed to satisfy requirement)</i>	CREDITS

Academic Major Adviser _____ Date _____

Academic Minor Adviser _____ Date _____

Academic Unit Head _____ Date _____