

**Complete all steps and fax to academic area as instructed on page two. Incomplete forms will delay processing.  
Descriptions of courses taken at previous institutions must accompany this form.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Last First Middle

DEGREE PROGRAM \_\_\_\_\_ STUDENT ID NO. \_\_\_\_\_

CATALOG TERM \_\_\_\_\_ /8 \_\_\_\_\_ MAJOR CODE \_\_\_\_\_ MINOR CODE \_\_\_\_\_

Step 1: COURSE PREVIOUSLY COMPLETED AND APPLIED AS TRANSFER CREDIT	OFFICE USE ONLY			
	<i>CAPP program code</i>			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Course number</i></td> <td style="width: 60%;"><i>Course Name</i></td> <td style="width: 20%;"><i>Credits</i></td> </tr> </table>	<i>Course number</i>	<i>Course Name</i>	<i>Credits</i>	
<i>Course number</i>	<i>Course Name</i>	<i>Credits</i>		
Step 2: PREVIOUS INSTITUTION WHERE COURSES LISTED ABOVE WERE COMPLETED FOR CREDIT				
	<i>CAPP area code</i>			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Course number</i></td> <td style="width: 60%;"><i>Course Name</i></td> <td style="width: 20%;"><i>Credits</i></td> </tr> </table>	<i>Course number</i>	<i>Course Name</i>	<i>Credits</i>	
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Step 3: FLORIDA TECH EQUIVALENT <i>(as listed on the transfer credit equivalency worksheet)</i>				
	<i>Processor name and date request processed</i>			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Course number</i></td> <td style="width: 60%;"><i>Course Name</i></td> <td style="width: 20%;"><i>Credits</i></td> </tr> </table>	<i>Course number</i>	<i>Course Name</i>	<i>Credits</i>	
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Step 4: FLORIDA TECH COURSE REQUIRED BY MAJOR/PROGRAM				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Course number</i></td> <td style="width: 60%;"><i>Course Name</i></td> <td style="width: 20%;"><i>Credits</i></td> </tr> </table>	<i>Course number</i>	<i>Course Name</i>	<i>Credits</i>	
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**EXCEPTIONAL ADJUSTMENTS FOR TRANSFER CREDIT**

In cases where substituted total credits do not equal the total credits for required named course listed in the catalog / degree program (i.e., 3 credits of physics transferred toward a 4-credit requirement at Florida Tech), an additional course or courses may be required to make up the difference.

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/Program Chairs are required to review the student's degree evaluation (CAPP) to determine the need for substitution before using this form. The requested substitution must be generally equivalent to the course required in the student's degree program/major.**

*Approved (Choose one)*

Academic/Program Chair \_\_\_\_\_ Date \_\_\_\_\_ YES NO

Academic Unit Head \_\_\_\_\_ Date \_\_\_\_\_ YES NO

## Instructions for Using the Course Substitution Form

### Students

- This form cannot be used to change a Transfer Credit Evaluation the student disagrees with; students must appeal the transfer credit decision through the Transfer Credit Evaluator. For information to appeal transfer credit, e-mail tceua@fit.edu.
- This form cannot be used to replace registration co/prerequisites. For co/prerequisite issues, please contact your University Alliance enrollment representative.
- If a student attended an institution operating on the quarter system, the credits transferred in from the other institution are converted to semester hours by dividing by 1.5 (for example, 3 quarter credit hours equal 2.00 semester credit hours).
- It is strongly recommended to print out and have at hand the degree evaluation (CAPP) from PAWS and the Transfer Equivalency worksheet before beginning this form.
- This form is used to request replacement of a required course with another course (awarded transfer credit, generally equal in content and equal in credit hours) as listed on the degree evaluation (CAPP) or Transfer Equivalency worksheet. Students must provide a justification or rationale for the substitution.
- **Step 1:** This is the course that was taken at a previous institution (for example, XYZ 101). The course name, number and credits awarded must be included on this line and the course description from the same catalog in effect at the time the course was taken must be attached to this form for submission.
- **Step 2:** This is the institution where the course named in step one was taken for credit (for example, USA Community College, Anywhere, USA).
- **Step 3:** This is the Florida Tech equivalent listed on your Transfer Equivalency worksheet. The equivalent course name, number and credit hours must be included on this line.
- **Step 4:** This is the required course listed in your degree evaluation (CAPP) for which you would like to receive credit. The course name, number and credits must be included on this line (for example, COM 1101, 3 credits).
- The “Exceptional Adjustments” area is used when a combination of courses is needed to satisfy the requirement of one Florida Tech required course. The course name, number and credits awarded must be included, and the course description from the same catalog in effect at the time the course was taken must be attached to this form for submission.
- Fax the completed form and course description to Florida Tech as listed below, according to the major in which the student is enrolled.
- Students should note that incomplete forms will delay processing.
- Students will be notified of request approval or denial. Approved requests will appear in the student’s degree evaluation (CAPP). Questions about the status of the request should be directed to the appropriate academic department.

### Academic/Program Chairs

- Academic/program chair will review the student’s degree program plan and their current degree evaluation (CAPP) before signing or submitting this form. Academic/program chairs are reminded that nontransferable courses cannot be used.
- Academic/program chair will review the student’s degree evaluation (CAPP) and transfer credit evaluation to see what transfer credit was awarded and where the transferred course was applied to the student’s degree requirements before signing this form. The requested substitution must be generally equivalent in content and must fit the degree requirement area being requested.
- Academic/program chairs will provide a reasonable justification for the substitution.

### Florida Tech University Online Undergraduate Academic Programs/Academic Area Fax Numbers

Fax completed form and course descriptions to your major as listed below.

Incomplete forms will delay processing.

<b>College of Engineering School of Computing</b>	<b>(321) 674-8392</b>
DEGREE PROGRAM	MAJOR CODE
Associate of Science in Computer Information Systems	3530
Bachelor of Science in Computer Information Systems	7630
<b>College of Psychology and Liberal Arts</b>	<b>(321) 674-7105</b>
DEGREE PROGRAM	MAJOR CODE
Associate of Arts in Applied Psychology	3147
Associate of Arts in Criminal Justice	3520
Associate of Arts in Liberal Arts	3500
Bachelor of Arts in Applied Psychology	7147
Bachelor of Arts in Criminal Justice	7620
<b>Nathan M. Bisk College of Business</b>	<b>(321) 674-8392</b>
DEGREE PROGRAM	MAJOR CODE
Associate of Arts in Accounting	3550
Associate of Arts in Business Administration	3510
Associate of Arts in Healthcare Management	3540
Associate of Arts in Marketing	3560
Bachelor of Arts in Accounting	7610
Bachelor of Arts in Business Administration, Accounting	7600
Bachelor of Arts in Business Administration, Computer Information Systems	7601
Bachelor of Arts in Business Administration, Healthcare Management	7602
Bachelor of Arts in Business Administration, Management	7603
Bachelor of Arts in Business Administration, Marketing	7604
Undergraduate Minor in Human Resources Management	6068

*Florida Tech University Online graduate students should contact the Office of Graduate Admissions for Online and Off-campus Programs at (321) 674-7118*