**Melbourne campus students** must get verification of transferability from the Office of the Registrar before having the form signed and returned to the registrar’s office. **A student may take up to three courses at other institutions for transfer to a Florida Tech undergraduate degree program.**

**Florida Tech Online students** sign form, provide course descriptions and email to OL-tce@fit.edu, affixing only student signature; additional approvals added by evaluator. **All students:** Course descriptions must be attached when submitting request. **This form does not constitute approval to take course(s) at another institution.** Students will be notified by email from the appropriate office. Students must request an official transcript be mailed from the approved institution directly to Florida Tech. **Hand-carried transcripts are not considered to be official.**

SEND TO: Melbourne Campus Students: tce@fit.edu
Florida Tech Online Students: OL-tce@fit.edu

FROM:
Last  First  Middle  Student ID Number

I request approval to enroll in the course or courses listed below for transfer credit to Florida Tech. I understand the grades must be C- or better for courses to transfer; the grades themselves and GPA will not transfer; and the Forgiveness Policy does not apply. **The request MUST be received and approved by the appropriate office (see above) prior to registering for the course or courses.**

Term I plan to attend
Institution’s name

Please Answer: Are you an international student?  □ Yes  □ No

International Student and Scholar Services
Date

Print name

Please Answer: Are you receiving VA benefits?  □ Yes  □ No

VA Certifying Official
Date

Print name

Did you petition to graduate?  □ Yes  □ No  If yes, for which term

Student Signature

<table>
<thead>
<tr>
<th>STUDENT USE</th>
<th>DEPARTMENT USE</th>
<th>TCE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE NUMBER</td>
<td>COURSE TITLE</td>
<td>QTR/SEM CREDITS</td>
</tr>
<tr>
<td>MELBOURNE CAMPUS ADVISOR: Please initial one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ The course or courses requested are not offered through Florida Tech Online during Summer–1 or Summer–2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ The course or courses requested would be more advantageous to the student in a classroom format.</td>
<td></td>
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</tr>
</tbody>
</table>

Approved (Choose one)

Academic Advisor
Date  YES  NO

Print name

Department Head / Program Chair
Date  YES  NO

Print name

DISTRIBUTION:
Original—Registrar
Fax—Florida Tech Online
Copy—Academic Unit

Florida Institute of Technology  Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975  321-674-8115  Fax 321-674-7827