FLORIDA TECH

FLORIDA TECH ONLINE UNDERGRADUATE COURSE SUBSTITUTION

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 _____ / _____   MAJOR CODE _____   MINOR CODE _____

Step 1: COURSE PREVIOUSLY COMPLETED AND APPLIED AS TRANSFER CREDIT	OFFICE USE ONLY
	CAPP program code
Course number *Course Name* *Credits*	
Step 2: PREVIOUS INSTITUTION WHERE COURSES LISTED ABOVE WERE COMPLETED FOR CREDIT	
	CAPP area code
Step 3: FLORIDA TECH EQUIVALENT *(as listed on the transfer credit equivalency worksheet)*	
Course number *Course Name* *Credits*	*Processor name and date request processed*
Step 4: FLORIDA TECH COURSE REQUIRED BY MAJOR/PROGRAM	
Course number *Course Name* *Credits*	

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 *(more than one transfer may be needed to satisfy requirement)*	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

FLORIDA'S **STEM** UNIVERSITY®

Florida Institute of Technology ▪ Office of the Registrar ▪ 150 West University Boulevard, Melbourne, FL 32901-6975

Instructions for Using the Course Substitution Form

Students

- This form cannot be used to change a Transfer Credit Evaluation. For information to appeal transfer credit, email OL-tce@fit.edu.

- This form cannot be used to replace registration co/prerequisites. For co/prerequisite issues, please contact your Bisk student services 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 will be notified of request approval or denial. Approved requests will appear in the student's degree evaluation (CAPP).

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. Nontransferrable 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 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.

College of Aeronautics	**321-674-8216**
DEGREE PROGRAM	**MAJOR CODE**
Associate of Arts in Aviation Management	3320
Bachelor of Arts in Aviation Management	7232
College of Psychology and Liberal Arts	**321-674-8216**
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
Bachelor of Arts in Criminal Justice–Homeland Security	7621
Nathan M. Bisk College of Business	**321-674-8216**
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 Management	3511
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
Bachelor of Arts in Human Resources Management	7616
Bachelor of Arts in Management	7615
Undergraduate Minor in Human Resources Management	6068
Department of Computer Engineering and Sciences	**321-674-8216**
DEGREE PROGRAM	**MAJOR CODE**
Associate of Science in Computer Information Systems	3530
Bachelor of Science in Computer Information Systems	7630

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