



FLORIDA TECH ONLINE UNDERGRADUATE COURSE SUBSTITUTION FORM  
 SFRMUSDFTFE

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

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

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

Course number	Course Name	Credits
	(as listed)	
Course number	Course Name	Credits

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.

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

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.

## Students

- § This form cannot be used to change a Transfer Credit Evaluation. For information to appeal transfer credit, email OL-tce@ t.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.
- § , \ . 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.
- § , \ . 2: This is the institution where the course named in step one was taken for credit (for example, USA Community College, Anywhere, USA).
- § , \ . 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.

- § , \ . 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.
- § Combination of courses  
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