

Please fill out online and print. Melbourne campus students obtain required signatures and submit to the Office of the Registrar. University Alliance students fax to (321) 674-8216.

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: Substituted total credits might 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 may be required to make up the difference. 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 _____