UNIVERSITY REGISTRAR

FLORIDA POLYTECHNIC UNIVERSITY

Course Substitution Request
(FORM MUST BE COMPLETED ELECTRONICALLY OR IN PEN)

Course substitutions may be used when appropriate to help students satisfy degree requirements. Approval is at the discretion of the student's current degree program Department Chair, after review by the course subject matter Department Chair. Depending on the course to be substituted, both signatures may be the same. Students who change majors may be required to complete an additional course substitution request to determine if the previous substitution is still appropriate.

Last: _____ First: _____ MI: _____

Student ID: _____ Email: _____@floridapoly.edu

Degree Program/Concentration: _____ Catalog Year:_____

Step 1: Indicate course to be used as a substitute

If transfer/transient course, indicate institution where credit was earned: _____

Course Prefix/Code: _____ Course Title: _____

Term/Year Completed or In-Progress: _____ Grade Earned: _____ Credit Hours: _____
(If in progress enter "IP")

Step 2: Florida Poly degree required course (or requirement) to be substituted

Course Prefix/Code: _____ Course Title: _____ Credit Hours: _____

OR

Degree Requirement (consistent with heading in catalog; Ex: core, elective): _____

Reason for substitution request (REQUIRED): _____

_____

Student Signature: _____ Date: _____

Step 3: Course subject matter Department Chair review (course syllabus may be requested)

I have reviewed the course information, and this is an appropriate substitution: ☐ **YES** ☐ **NO**

Reason for decision (REQUIRED): _____

_____

Course Department Chair Signature: _____ Date: _____

Step 4: Degree program Department Chair decision (may be the same Chair as Step 3)

I have reviewed this request and it is: ☐ **Approved** ☐ **Denied**

Reason for Approval or Denial (REQUIRED): _____

_____

Program Department Chair Signature: _____ Date: _____