

Date Received: _____

Received By: _____

Date Processed: _____

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 to be substituted

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

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: _____