UNDERGRADUATE COURSE SUBSTITUTION FOR DEGREE EVALUATION (CAPP)

Please fill out online and print. Florida Tech Online students must use the Florida Tech Online form found under that area.

DATE _____

NAME _____ STUDENT ID NO. _____
Last *First* *Middle*

DEGREE PROGRAM _____ CATALOG YEAR _____ MAJOR CODE _____

CONCENTRATION _____ MINOR CODE _____

COURSE SUBSTITUTIONS

Course substitutions must have the written approval of the student's academic program chair or academic advisor and academic unit head and must meet the following conditions:

- A course used as substitution should be within one level (higher or lower) of the course to be substituted.
- The substitution should have similar content to the course being replaced.
- Substitutions should be submitted as early as possible to facilitate accurate graduation audits.
- Departments offering the course to be substituted should be consulted as appropriate.
- Courses used as substitutions do not have to carry the same number of semester credit hours as the course they are replacing, nor do they affect the total credit hours needed for the student's degree program.
- Substitutions must be generated by the appropriate advisor or student coordinator.

Substitutions are recorded on the student's program plan and used to audit degree requirements.
A copy of the approved course substitution is maintained in the student's file.

	REQUIRED COURSE LISTED BY NAME IN CATALOG/DEGREE PROGRAM/AREA	CREDITS	COURSE TAKEN FOR SUBSTITUTION *(The substituted course you want applied to your degree program)*	CREDITS
1)				

Justification

2)				

Justification

3)				

Justification

ACADEMIC MAJOR ADVISOR SIGNATURE _____ DATE _____
PRINT NAME _____

ACADEMIC MINOR ADVISOR SIGNATURE _____ DATE _____
PRINT NAME _____

ACADEMIC UNIT HEAD SIGNATURE _____ DATE _____
PRINT NAME _____