

**Form 2**  
**The Course Equivalent**  
**Substitution Petition**

**Read All Instructions Before Completing This Petition**

- Use for course equivalent and/or substitution of a course from another regionally accredited institution and that appears on my FAU transcript unless the box is checked for future use. If the course is taught at FAU then use "Form 1 - The Business Petition."
- You must attach a separate description for each course to be reviewed. Most US college catalogs are available on-line at [www.Collegesource.org](http://www.Collegesource.org). If a course description is not in English, submit a copy in the original language and your English translation.
- Submit this petition to Student Services either on the Boca Campus in Fleming West 102 or fax: 561.297.3978 or to the Davie Campus in LA 444 or fax to 954.236.1298.
- All documentation becomes property of the College and will not be returned or saved. Originals and a copy of the entire packet should be kept by the student as a back up.
- The FAU bachelor's degree requires a minimum of 30 credit hours completed at FAU, of which 27 hours must be upper-division COB courses (excluding ENC3213). Approved petitions never override the requirement.
- A usual time frame is 2 weeks after submission for notification of decision. Students will be notified by email of the decision. If you do not provide an FAU email address, you will not be notified. FYI: You can set your FAU email to forward to another email account. You must give your Z number. This can be found in the upper left hand corner of MyFAU.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Z#: \_\_\_\_\_  
 (Do not use Social Security Number)

Daytime phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAU E-mail (required): \_\_\_\_\_@fau.edu  
 (Print email address very clearly – some letter and numbers can appear very similar.)

Major(s): \_\_\_\_\_ Primary Campus (circle one): Boca Davie Jupiter PSL

<p><b>Please consider the following course from my former institution as a substitute or equivalent to the "proposed FAU COB" course.</b></p> <p>Course Title from Former Institution: _____</p> <p style="text-align: right;">Credit Hours: _____ Letter Grade: _____</p> <p>Prefix and Number as it appears on my <b>FAU</b> transcript: _____</p> <p><b>The above course appears on my FAU transcript unless I have checked the "future use" box below.</b></p> <p>College where taken &amp; year: _____</p> <p>Proposed FAU College of Business Equivalent/Substitute (specify only one course): _____</p> <p>_____</p> <p><input type="checkbox"/> Check here if this course is to be taken at another college in the future.</p>	<p><b>Departmental Use:</b></p> <p style="text-align: center;"> <input type="checkbox"/> <b>Approve</b>      <input type="checkbox"/> <b>Denied</b>  <input type="checkbox"/> <b>Deferred</b>      <input type="checkbox"/> <b>No Action</b> </p> <p style="text-align: right;">Date _____</p> <p>Signature of Assoc./Asst. Dean, Dept. Chair, or Representative</p> <div style="background-color: #d62728; height: 40px; width: 100%;"></div>
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**Comment to Student:** \_\_\_\_\_

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**Internal Comments:** \_\_\_\_\_

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Student Notified on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: e-mail phone in-Person. Entered into Banner on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_.