FAU | COLLEGE OF BUSINESS | STUDENT ACADEMIC SERVICES

Form 2: Course Equivalent Substitution Petition

Form 2 can be used for course equivalent/substitution from another regionally accredited institution (**outside of FAU**). This course should appear on your FAU transcript unless it will be taken in the future. If requesting to substitute a course **inside of FAU, use Form 1**.

Instructions

1. Fill out this form completely before submitting.
2. Attach a syllabus for each course to be reviewed. Incomplete forms and forms without a syllabus attached will *not* be reviewed.
    a. Non-English syllabi: submit both a copy in the original language and an English translation
3. Submit petition and all documentation to Student Academic Services via e-mail to COBAdvising@fau.edu.
4. Students will be notified by FAU email of the decision. Make sure to include your FAU email address. If you do not provide an FAU email address, you will not be notified. The usual time frame for notification of a decision is two weeks. All submitted documents become property of the College and will not be returned or saved. Please keep originals and make necessary copies for your records. Petition appeals must be submitted within 10 business days of the initial petition decision date.

Student Information:

Name: _____ **Student Z Number:** _____

FAU E-mail (required): _____@fau.edu **Major:** _____

Course Information:

Proposed FAU Substitute _____ **Currently Appears on FAU DARS as:** _____
(Prefix and Number) (Prefix and Number)

Former Institution Course Title: _____

Former Institution Course (prefix and number)**:** _____ **Credits:** _____ **Grade:** _____

Name of Former Institution: _____ **Term and Year Taken:** _____

Course Status: ☐ In Progress ☐ Complete ☐ To be taken in future (study abroad)

Documentation Attached: ☐ Syllabus (required) **Special Circumstance:** ☐ Check here if ACCT or MKTG major course taken outside US in non-AACSB institution

☐ Translation (for non-English courses only)

Departmental Use Only—DO NOT WRITE IN THIS AREA

□ **Approved** □ **Denied** □ **Deferred** □ **No Action** _____ _____
Assistant Dean or Director Signature **Date**

Comments to Student: _____

_____

Internal Comments: _____

_____

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