# Undergraduate Course Equivalent/Substitution Petition

**Instructions:**

- Use for course equivalent and/or substitution of a course from another institution. If the course is taught at FAU then use the “Undergraduate Student Petition” form.
- You must attach a separate description for each course to be reviewed. Most US college catalogs are available on-line at [www.Colleesource.org](http://www.Colleesource.org). If a course description is not in English, submit a copy in the original language and your English translation.
- If you handwrite your responses on this form, you must print using block letters. Further, please include only one (1) proposed FAU course per petition.
- Submit completed petition (including attachments) to the Department of Psychology (BS 12 room 101).
- All documentation becomes property of the Department and will not be returned or saved. The student should keep originals of important documents and submit only copies to the Department.
- A usual time frame is 2 weeks after submission for notification of decision; notification is by e-mail. If you do not provide an e-mail address or if the address cannot be read, you will not be notified.
- Student are required to earn at least the last 30 upper-division credit hours toward the baccalaureate degree in residence at FAU and at least 75% of all upper-division courses in the major department from FAU. Approved petitions never override the University’s requirement.

**Last Name: _________________________________________ First Name: _________________________________________ Z#: _____________________________**

Daytime Phone #: (______) ______ - _______ FAU E-mail (required): _____________________________________________@fau.edu

**Major(s): ____________________________________________________________  Primary Campus (indicate one):   Boca     Davie     Jupiter     PSL**

Minor(s): ______________________________________________________________

I hereby petition the Department of Psychology to accept the following course as an equivalent/substitute (former institution):

**Course Title: ____________________________________________________________**

Prefix and Number: _______________________________________________________

College where taken & year: ________________________________________________

City, Country: ____________________________________________________________

Proposed FAU Department of Psychology Equivalent/Substitute (specific course):

________________________________________________________________________

(Check here if this is for a course to be taken at another college in the future)

**Departmental Use:**

<table>
<thead>
<tr>
<th>Course Equivalent (for future cases)</th>
<th>Course Substitute (this case only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

Signature of Dept. Coordinator or Representative

Date: ____________________________

**Comment to Student:** ____________________________________________________________

______________________________________________________________________________

**Internal Comments:**

______________________________________________________________________________

______________________________________________________________________________

Student Notified on: ______/_____/______ by: ________________________________    Notification by:   E-mail      Phone     In-Person

This petition is to be placed in the student’s advising folder in the department.

Revised: 2/13/2017 CCK