# COURSE EQUIVALENCY ASSESSMENT

## TO: STUDENT

1. Complete all information requested and attach official course descriptions for each course below from the official college website or college catalog. Make sure the college name appears on the documentation.

2. Allow five (5) working days for the form to be reviewed by the Registrar. This form must be picked up by you or by an individual with a valid ID and a letter from you releasing the information.

3. A grade of “C” or better must be earned for credit to transfer.

4. It is your responsibility to have an official transcript sent from the visiting college to the FIT Registrar's office when you complete the course. Transfer credit is awarded as a "T" grade rather than the grade earned and will not affect your grade point average at FIT.

5. Transfer credit will not count toward FIT residency.

## STUDENT AND COURSE INFORMATION

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>TRANSFER INSTITUTION</th>
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<tbody>
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<table>
<thead>
<tr>
<th>FIT ID NUMBER</th>
<th>SESSION AND YEAR</th>
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<thead>
<tr>
<th>MAJOR</th>
<th>AAS (1YR OR 2YR)</th>
<th>BS OR BFA</th>
<th>CURRENT SEMESTER STATUS</th>
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<thead>
<tr>
<th>FIT EMAIL</th>
<th>TELEPHONE</th>
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## TRANSFER INSTITUTION

<table>
<thead>
<tr>
<th>NAME &amp; NUMBER</th>
<th>CREDITS</th>
<th>FIT COURSE EQUIVALENT</th>
<th>REGISTRAR APPROVAL</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES NO</td>
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<td>YES NO</td>
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## TO: INSTITUTION OFFERING COURSE

As of this date, the student’s status is as indicated below:

- The student has been admitted to the next term to begin his/her studies
- This former student was in good standing while actively enrolled at FIT
- The student is matriculated and in good standing
  - The course is to be used toward the student’s minor
  - Major courses need to be reviewed and approved by the Department Chair

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Registrar’s Signature

Date