

Please Carefully Read Below Before Completing This Petition

Instructions

- 1) Fill out petition completely before submitting. Incomplete petitions will not be reviewed.
- 2) Please attach a separate description for each course to be reviewed. Most US college catalogs are available on-line at www.Collegesource.org. If a course description is not in English, please submit a copy in the original language with the English translation. Do not write on the back of this form. Please attach any additional paperwork to form.
- 3) Please submit petition to Student Academic Services on the Boca Campus (Fleming West Bldg, Room 102, or fax: 561-297-3978) or 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.

Please Note:

- 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.
- Use [Form 1](#) (The Business Petition) if the course is taught at Florida Atlantic University.
- The FAU BBA / BS Bachelor's degree requires a minimum of 30 credit hours completed at FAU, of which all 30 hours must be upper-division College of Business courses. Approved petitions never override this requirement.

Last Name: _____ First Name: _____ Student Number: Z# _____

Daytime phone (_____) _____ - _____ FAU E-mail (required): _____@fau.edu

Major(s): _____ Primary Campus (Select one): Boca Davie Jupiter PSL

Please consider the following course from my former institution as a substitute or equivalent to the "proposed FAU College of Business" course.

COURSE NAME from
Former Institution: _____

_____ Credit Hours: _____ Letter Grade: _____

COURSE PREFIX AND NUMBER as it appears on my FAU transcript: _____
(The above course appears on my FAU transcript unless I have checked the "future" box below.)

NAME of COLLEGE where taken & YEAR: _____

Proposed FAU College of Business course Equivalent (specify only one course):

Check here if this course is to be taken at another college in the future.

Departmental Use:

- Approve** **Denied**
 Deferred **No Action**

Date _____
Signature of Assoc. /Asst. Dean, Dept. Chair, or Representative

Comment to Student: _____

Internal Comments: _____

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