



## Course Equivalency Assessment Form (Request for Off Campus Study)

### Student and Course Information

Name: \_\_\_\_\_

FIT ID #: \_\_\_\_\_ Major: \_\_\_\_\_

FIT Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

I am a student admitted for next term

I am a current student

I am a former student

Transfer Institution: \_\_\_\_\_

Semester you wish to take the course: \_\_\_\_\_

State in which institution resides: \_\_\_\_\_

Transfer Course Subject and Number (Ex. EN 121): \_\_\_\_\_

Transfer Course Title: \_\_\_\_\_

Number of Transfer Course Credits: \_\_\_\_\_

FIT Course Subject and Number: \_\_\_\_\_

*If you are unsure of the FIT equivalent, please write down the requirement that you are trying to fulfill.*

- It is your responsibility to have an official final transcript sent from the transfer college to FIT Registrar's office once you complete the course you have taken.
- A grade of "C" or better must be earned for credit to transfer.
- If this transfer credit is being used to satisfy your final degree requirements, you are responsible for requesting a graduation review via email to fit\_registrar@fitnyc.edu.
- Transfer credit is awarded as a "T" grade rather than the grade earned and will not affect your grade point average.
- Transfer credit will not count toward FIT residency. FIT requires 30 credits to be earned in residence for an AAS degree. The BS/BFA degree requires 60 credits in residence. In addition, students must complete 50% of the major coursework in each degree while in matriculated status at FIT. A minor requires 60% of coursework to be completed.
- FIT is not responsible for your registration, tuition and/or the fees associated with you taking this course at another institution.

*I have read and understand the conditions listed above regarding the transfer of credits.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Registrar Use Only

Course review:       Articulated Course                       Semester system  
                           Major Course                                       Quarter system  
                           Description Approved

Registrar's Office Approval: \_\_\_\_\_ Date \_\_\_\_\_

*Once approved by the Registrar, this form can be used as proof of equivalency at the visiting institution.*