

**FISHER SCHOOL OF ACCOUNTING  
COURSE SUBSTITUTION**

- INSTRUCTIONS:
1. Attach a photo-copy of the course description.
  2. Attach a course syllabus from the transferring institution (include the chapter topics covered in course).
  3. Attach a photo-copy of the accreditation statement from the school where you took the class – usually found in the front of the catalog. (Not necessary for nationally known schools).
  4. Submit this form with attachments to the Fisher School of Accounting front desk (210 Gerson Hall) or, fax to: (352) 392-7962 or, send to Fisher School of Accounting, 210 Gerson Hall, Univ. of Florida, P.O. Box 117166, Gainesville FL 32611-7166.
  5. Once a decision is made a copy will be sent to the address provided on this form.

Student Name \_\_\_\_\_ Major \_\_\_\_\_ Check one:  Graduate  Undergraduate

Student UF ID \_\_\_\_\_ Local Phone # \_\_\_\_\_ Email \_\_\_\_\_@ufl.edu

Address \_\_\_\_\_

UF course number and title for which you want substitution granted \_\_\_\_\_

Institution where course was/will be taken \_\_\_\_\_

Course name and number \_\_\_\_\_

Grade received \_\_\_\_\_ Semester and year course was/will be taken \_\_\_\_\_

School approval merely indicates that, if the student is currently or subsequently admitted to the Fisher School of Accounting, the School will not require the student to complete the UF course for which substitution is requested (provided that a grade earned is satisfactory).

1. It does not imply that the Warrington College of Business Administration or other colleges are obligated to accept the course substitution.
2. It does not imply approval on the part of the student's current college (if the student is not in the Fisher School of Accounting).
3. It does not imply that the course will be accepted for transfer credit (this is the responsibility of the Office of the Registrar).

I have read and understand the items above \_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Seek departmental approval

Approved

Denied

Approved

Denied

\_\_\_\_\_  
Fisher School of Accounting Approval

\_\_\_\_\_  
Signature of Department Chairperson  
Where Class is Offered at UF

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date