



December 16, 2014

Dear

Welcome to Florida Institute of Technology. Attached to this email is your unofficial transfer credit evaluation (TCE). Credit hours earned at regionally accredited institutions are automatically evaluated for transfer credit hours as part of the formal application process. In order for a class to be eligible to transfer, a grade of C or better must have been earned. Any grades of C- or below are not eligible for transfer credit.

You won't be allowed to register for future terms until Florida Tech receives your official transcript. Order an official transcript from your previous institution to be sent directly to Florida Tech.

The academic department for your specified major will complete the process by applying the appropriate transfer credit to your degree program. Credit may be transferred without being applied toward your specified degree program.

You may appeal for a different Florida Tech course equivalency or for additional credit. Appeals must be submitted in writing, along with relevant information such as course syllabi and samples of coursework to the Office of the Registrar before you complete your second term at Florida Tech.

The academic college reserves the right to review evaluations for errors and make corrections within 60 days from the date of the transfer credit evaluation notice.

- If you are currently taking courses at a regionally accredited institution, once you have completed the course and the grades are posted, request an updated transcript to be mailed by that institution directly to:

Florida Tech  
Office of the Registrar  
150 West University Boulevard  
Melbourne Florida 32901-6975

- If you see that you've been given transfer credit for a course you're currently taking at Florida Tech, immediately contact your advisor. You can't receive credit for the same course twice (you may want to withdraw from the course).
- If you wish to receive credit for courses not transferred from another institution, you may be able to take Equivalency Examinations by contacting the appropriate academic department.
- If the courses were completed more than 10 years before your Florida Tech enrollment, send course descriptions from the terms when they were taken to the Office of the Registrar (may be mailed to the address above or faxed to (321) 674-7827). Your academic department will determine if these courses can be applied to your Florida Tech degree program.
- Send questions about your TCE to [tcefittech@fit.edu](mailto:tcefittech@fit.edu) or call (321) 674-7263.

Sincerely,

Coordinator, Transfer Credit Evaluation

*High Tech with a Human Touch™*