

# MTSU Undergraduate Course Substitution Form

To be accepted, please print neatly and complete all portions of this form.

Student Name: \_\_\_\_\_ M# \_\_\_\_\_ MTSU E-mail: \_\_\_\_\_  
(Last) (First) (Middle)

Local Mailing Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ ( Zip) Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Catalog under which you plan to graduate: \_\_\_\_\_

Minor (if substitution applies to minor): \_\_\_\_\_ Expected graduation term: \_\_\_\_\_

- If requesting a substitution only, then no need to check last two boxes.
- Check "Change Equivalency" if recommending the equivalency be changed on this student's transcript. (e.g. change PSY ELLD to PSY 1410).
- Check "Update Transfer Catalog" if recommending change to transfer course equivalency for all future students.

[illegible]

**To be accepted**, the Course Substitution form must be completed in its entirety by appropriate (major/minor) advisor, and approved by the appropriate department chair, and college dean BEFORE being submitted to the Undergraduate College Graduation Coordinator.

Approval requested for:	Recommended by Advisor (signature)	Approved by Chair (signature)	Approved by Dean (signature)

☐ Major / Gen Ed. \_\_\_\_\_

☐ Minor **Date** \_\_\_\_\_

**\*\* For the Transfer Catalog to be changed, the Chair of the Department offering the course OR the Dean of the College in which the course resides must sign.**

Transfer Catalog Change Approval by Appropriate Chair or Dean: \_\_\_\_\_ Date: \_\_\_\_\_