

Guidelines for Completing Undergraduate Course Substitution Form

Substitutions are entered in Banner and show on the degree evaluation for the individual student when the course is registered for and/or completed. Please attach a course description when a transfer course is being requested as a substitution.

1. **Major*** - Print the specific major the student is pursuing.

**If the student's major is inconsistent between the system and the major identified on the Course Substitution Form, the major-related substitution(s) cannot be entered. The student should be referred to the departmental office to complete a change of major form and meet with an advisor.*

2. **Concentration** - Enter the specific concentration/cognate/specialty area for the major if applicable.
3. **Minor** - Enter only the minor for which substitutions apply. If the substituted course does not relate to a minor, leave this blank.
4. **Requirement** - Enter the course prefix and course number of the required course.
5. **Substitution** - Enter the course information that is being requested as a substitution. If the substitution is a transfer course, then enter the other school's information, and in parenthesis after the course title, enter the MTSU equivalency [i.e., PY 101 Intro to Psy (PSY ELLD)].
6. **Apply Equivalency on Student's Transcript indicator** – Check if recommending the equivalency to be changed on this student's transcript [i.e. change PSY ELLD to PSY 1410].
7. **Update Transfer Catalog for Future Transfers indicator** - Check if recommending changing transfer course equivalency **in the transfer catalog for all future students**. 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 on the approval line at the bottom of the form.
8. If the academic advisor is recommending a course be deleted from the requirements, the word "WAIVE" should be entered in the Substitution field.
9. After advisor approval, forward to the appropriate chair.
10. If the appropriate dean does not approve the request, he/she will notify the student.
11. **General Education Courses: The signing Dean must be the Dean of the student's major college.**