

MTSU Undergraduate Course Substitution Form

see back for guidelines

Please print.

Student name: (Last)		(First)	(MI)	ID#:
Mailing address:		MTSU email address:		Phone #:
Major: (* Check in system - if major changes, subs don't apply)		Concentration:	Minor(s):	
Catalog year under which you plan to graduate: (Must submit Upper Division Form to Coordinator of Undergraduate Services [Analyst])			Expected graduation date: (Must submit Intention to Graduate Form to the Records Office, Room 102, Cope Admin. Bldg.)	

Requirement				Substitution Requested					
Course Prefix	Course Number	Course Title	Sem. Hours	Course Prefix	Course Number	Course Title	Institution where taken	Sem. Hours	Grade last attempt completed

Recommended by _____ Printed name _____ Date _____
Signature of MAJOR ADVISOR if substitution relates to major or general education OR signature of MINOR ADVISOR if substitution relates to minor.

Approved by _____ Printed name _____ Date _____
Signature of DEPARTMENT CHAIR of major if substitution relates to major or general education OR signature of DEPARTMENT CHAIR of minor if substitution relates to minor.

Approved by _____ Printed name _____ Date _____
Signature of DEAN of college of major if substitution relates to major or general education OR signature of DEAN of college of minor if substitution relates to minor.

To be accepted, Course Substitution Form must have appropriate advisor, department chair, and college dean signatures
BEFORE being submitted to the Coordinator of Undergraduate Services (Analyst).

Substitutions DO NOT meet prerequisite requirements. Substitutions DO NOT show on transcripts. Substitutions DO NOT mark as repeats.

Guidelines for Completing Undergraduate Course Substitution Form

Substitutions are programmed in the student's information system and show on the degree audit report for the individual student when the course is completed.

Major - Print the specific major the student is pursuing.

Substitutions apply to the student's degree plan and cannot be entered until the student has declared a major.

**If the student's major is inconsistent between the system and the major identified on the Course Substitution Form, the substitution(s) cannot be programmed. The student should be referred to the departmental office to change majors and meet with an advisor.*

Concentration - Print the specific concentration/cognate/specialty area for the major if applicable.

Minor - List only the minor for which substitutions apply.

If the substituted course does not relate to a change in minor, leave this blank.

Requirement - Print the course prefix and course number of the required course.

Phrases such as "required elective" or "upper division business course" cannot be programmed.

Substitution Requested - Print the course prefix and course number as taken to be used as the substitution.

If a transfer course equated to ELLD, ELUD, etc. is used, print the prefix and number of the course as it was at the transferring institution: ENG 222, Columbia State Community College.

If the academic advisor is recommending a course be deleted from the requirements, the word "WAIVE" should be printed under the Substitution Requested column.

The Dean of the College of Education and Behavioral Sciences must approve any substitution in the teacher education program.

If the appropriate dean does not approve the request, he/she will notify the student at the specified mailing address.