

Directions For Completing Course Substitution Form

Substitutions are entered in SIS and show on the degree audit report for the student when the course is completed. Substitutions apply to the student's academic program and cannot be entered until the student has declared a major. If the student's academic program in SIS is different from the academic program identified on the substitution form, the substitution(s) cannot be entered in SIS and the student should be referred to the departmental office to file a change of program.

Major - Enter the specific major that student is pursuing.

Concentration - Enter the specific concentration for the major; if there is a sub emphasis, or specialty area, enter this information also.

Minor - List only the minor for which these courses apply. If the substituted course does not relate to a change in minor, leave this blank.

The Requirement - Enter the required course. Phrases such as 'Required elective', or "Upper-division business course" cannot be entered into SIS. If the course is an elective, the department prefix and also whether lower-division or upper-division (e.g. A substitution for a lower-division psychology course should be listed as "PSY elective- lower-division" and will be entered as "PSY ELLD").

The Substitution Requested - Enter the course that is to be used as the substitution. When a transfer course of ELLD or ELUD is used, also include the name and number of the course as it was at the transferring institution (e.g. RATV ELLD-Columbia State ENG 222). This will help identify which RATV ELLD is to be used.

If the academic advisor is recommending a course be deleted from the requirements, the word DELETION should be printed in the righthand column.

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

If the dean does not approve the request, he/she will notify the student at the MTSU box no. or the local address.