

MTSU Undergraduate Course Substitution Form

See back for guidelines

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: _____ Phone: _____
 (Street) (City) (State) (Zip)

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.**

Requirement				Substitution Requested							Change Equivalency on Student's Transcript	Update Transfer Catalog for future transfers**
Course Prefix	Course Number	Course Title	Sem. Hours	If transfer, list other school's information which can be seen on the Transfer Evaluation Link								
Course Prefix	Course Number	Course Title	Sem. Hours	Course Prefix	Course Number	Course Title (MTSU equivalency if transfer)	Institution where taken	Sem. Hours	Semester Taken	Grade		
Ex: PSY	1410	General Psychology	3	PY	101	Intro to Psy (PSY ELLD)	Motlow	3	Fall 08	A	<input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>

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: _____