

COURSE SUBSTITUTION REQUEST FORM

REGISTRAR'S OFFICE



Last Name

First Name

Student ID Number

Major/Minor

Declared Catalog Year

I request that this course....

Course ID Number

Course Title (please print)

Credit Hours

This is a... ☐ Tusculum course ☐ Transfer course (Additional documentation may be required.)

...substitute for this course...

Course ID Number

Course Title (please print)

Credit Hours

Reason: _____

ADVISOR

☐ Approved ☐ Denied

ADVISOR SIGNATURE

Date

Comments: _____

INSTRUCTOR

☐ Approved ☐ Denied

INSTRUCTOR SIGNATURE

Date

Comments: _____

DEPARTMENT CHAIR

☐ Approved ☐ Denied

DEPARTMENT CHAIR SIGNATURE

Date

Comments: _____

DEAN

☐ Approved ☐ Denied

DEAN SIGNATURE

Date

Comments: _____

GENERAL EDUCATION COORDINATOR (if applicable)

☐ Approved ☐ Denied

GEN-ED COORDINATOR SIGNATURE

Date

Comments: _____

OFFICE USE ONLY

Date Entered

By (initials)

Notes

Rev: 07/06/2020