

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: _____

ASSISTANT DEAN

Approved Denied _____
DEPARTMENT CHAIR SIGNATURE Date

Comments: _____

AVPAA

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: 08/27/2024