

# 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 \_\_\_\_\_  
ASSISTANT DEAN SIGNATURE Date

Comments: \_\_\_\_\_

### AVPAA (if dean is unavailable)

Approved  Denied \_\_\_\_\_  
AVPAA 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