

# COURSE SUBSTITUTION FORM

(PLEASE PRINT ALL INFORMATION)



RECORDS OFFICE, 3500 JOHN A. MERRITT BLVD., NASHVILLE, TN 37209-1561

This form should be used to substitute a required course for some other course not listed as a requirement for the student's major.

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Major: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
Middle
First

COURSE SUBSTITUTION									
REQUIRED COURSE FOR MAJOR					COURSE TO USE AS A SUBSTITUTION				
Disc.	Course No.	Course Title	Crs.	Grade	Disc.	Course No.	Course Title	Crs.	Grade

Approved By: \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_ Department Head \_\_\_\_\_ Date \_\_\_\_\_ College/School Dean \_\_\_\_\_ Date \_\_\_\_\_

**Conditions:** (1) Student must have a minimum of "C" in the course to be used for substitution. (2) CLEP, Proficiency, Correspondence, or Developmental courses may not be used for course substitutions. (3) Student may not seek substitution for a course he/she has failed. (4) In cases of university requirements, the Registrar has final approval. (5) In cases of program requirement only, the academic dean has final approval. (6) Substitution is not to be confused with waiver. Substitution is an option for meeting program requirements, while waiver implies exemption.

**Records Office Only**

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

Processed: \_\_\_\_\_ Date: \_\_\_\_\_