

TENNESSEE TECHNOLOGICAL UNIVERSITY
Undergraduate Course Substitution Form

Student's Name: _____ Signature: _____
 Last, First, Middle/Maiden

ID Number: _____ Major: _____ Expected Graduation term/year: _____

Required TTU Course		Course Taken (TTU or Transfer)				
Discipline/Course#	Sem. Hrs.	Discipline/Course#	Course Title	Institution	Sem. Hrs.	Gen. Ed. Area (if applicable)

Required attachments: (1) provide catalog descriptions for courses not covered by articulation agreements, TBR common numbering policies, or general education transfer regulations; (2) when a course description is vague, it may be necessary to attach a checked list of learning outcomes to obtain general education credit (for outcomes, see <http://www.tntech.edu/gened>). **Note:** no attachment is needed to obtain general education credit for a non-TBR course that transfers directly to TTU as a course already on our general education list.

Reason(s) for Request:

APPROVAL/COMMENTS OF ADVISOR:

Signature: _____ Date: _____

APPROVAL/COMMENTS OF CHAIRPERSON OF STUDENT'S MAJOR:

Signature: _____ Date: _____

APPROVAL/COMMENTS OF DEAN OF COLLEGE OR SCHOOL:

Signature: _____ Date: _____

ACTION TAKEN BY CHAIRPERSON, GENERAL EDUCATION COMMITTEE – IF APPLICABLE

Courses Approved _____ Courses Not Approved _____
 Comments:

Signature: _____ Date: _____

APPROVAL BY DIRECTOR OF RECORDS

Signature _____ Date _____