

**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:

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APPROVAL/COMMENTS OF ADVISOR:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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APPROVAL/COMMENTS OF CHAIRPERSON OF STUDENT'S MAJOR:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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APPROVAL/COMMENTS OF DEAN OF COLLEGE OR SCHOOL:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ACTION TAKEN BY CHAIRPERSON, GENERAL EDUCATION COMMITTEE – IF APPLICABLE

Courses Approved \_\_\_\_\_ Courses Not Approved \_\_\_\_\_  
 Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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APPROVAL BY DIRECTOR OF RECORDS

Signature \_\_\_\_\_ Date \_\_\_\_\_