

**OFFICE OF THE DEAN OF ADMISSIONS AND RECORDS
UNIVERSITY OF TENNESSEE**

Be a good Vol and complete this entire section! Verify your catalog year in MyUTK before submitting.

Student: _____
ID #: _____
College: EHHS
Classification: _____
Cumulative GPA: _____

Catalog (year): _____
Major & Conc.: _____
Minor: _____
Intended Graduation Date: _____
Email Address: _____
Phone Number: _____

To the Committee on Degrees:

I wish to make the following substitution(s) or request(s):

Include the course name as listed on your UT academic history - not the course name/number from your last institution

Reason(s) for the above substitution request:

- _____ Change of course number
- _____ Unable to schedule the required course
- _____ Similar course content
- _____ Acceptable transfer credit*
- _____ Other (explain) _____

Advisor use only:
Is this a milestone course?
 Yes No

For advisor use. Leave blank.

Return this form to your assigned advisor for review. A syllabus may be needed.

Approved: _____ Date: _____
Faculty Advisor

Approved: _____ Date: _____
Department Head or Designee

Approved: _____ Date: _____
Dean of College or Designee

Approved: _____ Date: _____
Registrar

* For transfer work, use UT course number or LD/UD designation from academic history. Do not use a course number from another institution.