

Policy and Procedures: Course Substitution Requests

Effective Date: January 2026

Audience: Graduate Program Advisors/Directors

Approved By: UTC Graduate School Dean

Purpose: To provide clear guidance to program directors on when and how to submit course substitution requests for graduate students to ensure accurate academic records and timely degree audits.

Overview

This policy outlines the responsibilities of Graduate School Program Advisors/Directors in submitting course substitution requests. Course substitution requests must be submitted promptly to maintain compliance with Graduate School requirements and ensure accurate degree planning in MyMocsDegree.

Procedures

1. Timing of Submission

Transfer Credit:

- Submit the course substitution request for prior transfer work **during the semester in which the student first enrolls at UTC**.
 - The student's transcripts should be on file in their REACH application when they were admitted to UTC.
- If the student is currently enrolled at UTC but is taking a course at another institution, and they plan to transfer the course to UTC for credit, then the course substitution **must be submitted once the student has completed the course at the other institution**.
 - **IMPORTANT:** The student must request that the institution where they took the course provide official transcripts documenting the transfer course to the UTC Graduate School (these can be sent to gradinfo@utc.edu).

UTC Course Substitution:

- Advisors/program directors may submit the request **as soon as the student registers for the substitute course. Course substitution requests must be submitted no later than the end of the third week of the term in which the student is enrolled in the course.**

2. Required Information

Each course substitution request must be submitted via the Course Substitution dynamic form. This form requires the following:

- **Requester information:** Only program advisors or program directors may submit a course substitution request form. *Students cannot submit these requests.*
- **Student information:** The form requires requestors to provide basic student information (ID, name, email, program of study, etc.).
- **Original Course:** The course being substituted (include course prefix and number).
- **Substitute Course:** The course being used as the substitute (include course prefix and number).
- **Transfer Courses:** You must provide the school where the course was taken, the course information (course prefix, number, and name), term and year the course was taken, and the grade earned in the course. See the [Graduate Catalog for transfer credit policy](#) – all transfer credit requests must adhere to this official policy.
 - **Additionally,** the graduate school must have an official copy of the student's transcript from the institution where they took the course being transferred in for credit at UTC.
- **Placement in MyMocsDegree:** Indicate where the substitute course should be applied within the student's MyMocsDegree profile (e.g., Core Requirement, Elective, Concentration).
 - Liaisons cannot apply the course substitutions if the requestor does not explicitly state where the substitute course fits within the program's curriculum as specified in MyMocsDegree.

3. Submission Process

- Complete the official **Course Substitution Form** in Dynamic Forms.
- Ensure all required fields are accurate and complete before submission.
- Submit the form.
 - Program liaisons may reach out for more information or return the form to the requestor if information is incorrect and/or the requestor did not adequately

- identify the original course, substitute course, and/or describe where the substitute course fits within the program's curriculum requirements.
- Once the form is submitted, requestors can check their Dynamic Forms portal to see where the form is in terms of processing.

Compliance

Failure to submit course substitutions in a timely manner may result in delays in graduation clearance or academic record discrepancies.

Revision History

Version	Date	Description	Author
1.0	November 2025	Policy for course substitution submission	Policastro