



# Course Substitution Form

Student ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Major \_\_\_\_\_

Oregon Tech Course Required				Substitution Requested					Update Equivalency for Future Transfers * (Dept Chair Only)
Course Prefix	Course Number	Oregon Tech Course Title(s)	Credit	Course Prefix	Course Number	Transfer Institution Course Title(s)	Transfer Institution	Credit	
Example: PSY	201	Psychology	3	PSYC	101	General Psych	Klamath CC	3	Effective Year
1									Effective Year
2									Effective Year
3									Effective Year
4									Effective Year
5									Effective Year
6									Effective Year

Reason for Substitution(s)  
to be completed by advisor:

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

Department Chair  
(student's major) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Area Chair  
(Gen Ed courses only\*\*) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office  
 Approved  Denied  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be accepted**, this form must be completed by the advisor and approved by the appropriate department chair BEFORE being submitted to the Registrar's Office.

\*Department Chair Only: Check the box to make the substitution permanent. This will be added to DegreeWorks and/or permanently change the transfer equivalent for **all** students. You must fill in the effective year. If no year is entered, we will use the student's catalog year as the effective year.

\*\*Gen Ed courses include: Communication, Humanities, Social Science, Math, and Science. **Signature not required for program specific Math or Science.**