Oregon TECH

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	
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:

_____

_____

_____

_____

_____

Primary Academic 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.

Revised 5/2023