



# Course Substitution Form

Student ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Graduation Term \_\_\_\_\_ Applied to Graduate? Yes  
No

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	Course Title(s)	Institution	Credit	
Example: PSY	201	Psychology	3	Example: 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:

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.