

Course Substitution Directions

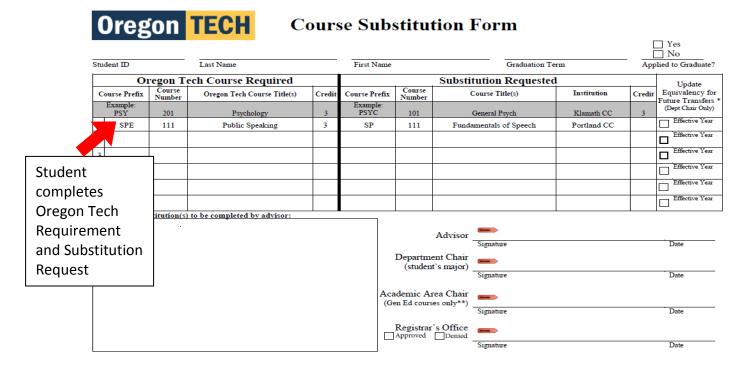
Upon admission to Oregon Tech, a Transfer Credit Evaluation (TCE) is completed and DegreeWorks is updated. Students can access the TCE and DegreeWorks through Web for Student or MyOIT. Additional courses may be transferable to Oregon Tech with appropriate supporting documentation, using the following steps:

- Student reviews TCE and DegreeWorks for accuracy.
 If additional courses are thought to be transferable, students submit the following to their academic advisor:
 - A. Course Substitution Form:

http://www.oit.edu/docs/default-source/registrar-documents/course-substitution-form.pdf?sfvrsn=6

Note: Please submit separate course substitution forms for courses in different departments (i.e., separate forms for Communication, Math, Natural Science, etc.)

- B. Supporting documentation (course description, syllabus preferred)
- C. Provide a separate written statement of the justification. (Please <u>do not</u> fill out the Reason for Justification field in the course substitution form).



- 2. The Course Substitution Request and Supporting Documentation are forwarded to student's advisor and then the Department Chair(s) for consideration.
- 3. If course substitution is approved, the TCE and DegreeWorks are updated to reflect the transfer. Please allow up to 4 weeks for processing. If course substitution is rejected, the student is notified via Oregon Tech email.
- 4. If further information is required, the advisor will make an appointment with the student.

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