



## 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:
  - 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.)
  - Supporting documentation (course description, syllabus preferred)
  - Provide a separate written statement of the justification.  
(Please do not fill out the Reason for Justification field in the course substitution form).



### Course Substitution Form

Yes  
 No

Student ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Graduation Term \_\_\_\_\_ Applied to Graduate? \_\_\_\_\_

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	<input type="checkbox"/> Effective Year
SPE	111	Public Speaking	3	SP	111	Fundamentals of Speech	Portland CC		<input type="checkbox"/> Effective Year
									<input type="checkbox"/> Effective Year
									<input type="checkbox"/> Effective Year
									<input type="checkbox"/> Effective Year
									<input type="checkbox"/> Effective Year
									<input type="checkbox"/> Effective Year

Institution(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 \_\_\_\_\_

Student completes Oregon Tech Requirement and Substitution Request

- The Course Substitution Request and Supporting Documentation are forwarded to student's advisor and then the Department Chair(s) for consideration.
- 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.
- If further information is required, the advisor will make an appointment with the student.

*Hands-on education for real-world achievement.*