Oregon TECH

Course Substitution Form

Student ID	Last Name	First Name	Graduation Date	Petitioned for Graduation? Y/N

Oregon Tech Requirement				Substitution Requested					Permanent Substitution or Equivalent?* (Dept. Chair Only)
Course Prefix	Course Number	Course Title	Credit	Course Prefix	Course Number	Course Title	Transfer Institution	Credit	
Example: PSY	201	Psychology	3	PSYC	101	General Psych	Klamath CC	3	
									☐ Effective Year:
									☐ Effective Year:
									☐ Effective Year:
									☐ Effective Year:
									☐ Effective Year:
									☐ Effective Year:

Reason for Substitution(s):

_____

_____

_____

_____

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

Revised 12/11/14