Lewis & Clark College
Graduate School of Education and Counseling

Course Substitution Form

Graduate Registrar's Office
615 S Palatine Hill Road, MSC 90
Portland, Oregon 97219-7899
Phone: 503-768-6030
Email: **gradreg@lclark.edu**

The Course Substitution form is required to apply any Lewis & Clark courses that fall outside of the standard catalog requirements to your degree requirements.

- To be used for LC courses only; to substitute a transfer course, use the **Request for Transfer Credit form**
- Maximum two substitutions per form
- Course substitutions must be approved by the Program Director

First name _____ Last name _____ Date _____

LC ID# _____ LC Email Address _____

Substitute Course #1

List the course you wish to substitute for the standard requirement.

LC Course No. *(ex: AT 563)* _____ **Title of Course** *(ex: AT Special Topics)* _____ **Term taken** *(ex: Fall 2022)* _____ **Credit amount** _____

Degree Requirement

List the degree requirement that you wish to satisfy using the substitute course listed above.

LC Course No. *(ex: MCFT 563)* _____ **Title of Course** *(ex: Treatment Iss. in MCFT)* _____ **Credit amount** _____ - OR - **Requirement** *(ex: "Elective credits")* _____

Substitute Course #2

List the course you wish to substitute for the standard requirement.

LC Course No. *(ex: AT 563)* _____ **Title of Course** *(ex: AT Special Topics)* _____ **Term taken** *(ex: Fall 2022)* _____ **Credit amount** _____

Degree Requirement

List the degree requirement that you wish to satisfy using the substitute course listed above.

LC Course No. *(ex: MCFT 563)* _____ **Title of Course** *(ex: Treatment Iss. in MCFT)* _____ **Credit amount** _____ - OR - **Requirement** *(ex: "Elective credits")* _____

To be completed by the Program Director:

☐ **I approve the substitution(s) requested above.** Comments: _____

Name of Program Director _____ **Signature of Program Director*** _____ **Date** _____

**Form can be sent directly from your LC email account in lieu of a signature*