

# OZARKS TECHNICAL COMMUNITY COLLEGE

## NON-CORE 42 COURSE SUBSTITUTION REQUEST Office of the Registrar

This form is used to request to substitute a non-CORE42 course on a CORE42 designated Associates Degree: Associate of Arts, Behavioral Science, Criminal Justice, English, Social Work, or Business.

**Please print**

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Active Degree Program: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

**Requested Substitution:**

Code (i.e. ENG): \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Knowledge Area to apply substitution: \_\_\_\_\_

Reason for Substitution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this form, I acknowledge that the requested non-CORE42 course is not guaranteed to transfer to other institutions of higher education in the state of Missouri. I also acknowledge that if I do not complete the full associate's degree, my General Education course work may not be considered complete by other public institutions of higher education in the state of Missouri.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of General Education Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Vice Chancellor of  
Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed and completed forms should be submitted to the Office of the Registrar in Student Services or emailed to [Registrar@otc.edu](mailto:Registrar@otc.edu).

Received by/Date

Processed by/Date