

Charles H. Lundquist College of Business Course Substitution Form

Instructions: Please complete the following PRIOR to meeting with a department representative:

1. Thoroughly fill out the information requested below *prior to seeing a department evaluator*.
2. Attach a copy of the syllabus for the course you wish to have evaluated (required).
3. Make an appointment to meet with a department evaluator (evaluators are listed on the back of this form).
4. Submit completed form and syllabus to the department evaluator for review.
5. Save a copy of the signed form for your personal records.
6. Return completed form to your advisor via email or deliver to the Undergraduate Advising Office, 203 Peterson.

Syllabi should include information about the textbook used, weekly outline of topics covered, qualifications of faculty member who taught the course, and how students were evaluated.

Note: Approval of transfer coursework is for Lundquist College of Business purposes only.

_____ Last Name _____ First Name _____ - _____ - _____ Student Number

_____ Major _____ Phone _____ @uoregon.edu
 Email (please use UO email)

UO Course: (Department, Course #, Course Title)	Transfer Course Information: (Course # & Title)	Term/Grade/Credit:	Transfer Institution:	Approved By: (Department Signature)	Date Approved:

Lundquist College of Business Department Leadership

Course Substitution Approval Contacts - Revised 9/2021

Department	Contact	Phone Number	Office	Email
Accounting				
<ul style="list-style-type: none">• ACTG 211, 213, Upper Division & International (All Levels)	Robin Clement	541-346-3295	308A Peterson	rclement@uoregon.edu
Business Administration				
<ul style="list-style-type: none">• BA 101	Erik Ford	541-346-4914	427 Lillis	eford2@uoregon.edu
<ul style="list-style-type: none">• BA 240	Erik Ford	541-346-4914	427 Lillis	eford2@uoregon.edu
<ul style="list-style-type: none">• BA 308	Chuck Kalnbach	541-346-6164	430 Lillis	kalnbach@uoregon.edu
<ul style="list-style-type: none">• Business Law	Farhad Malekafzali	541-346-0514	250C Lillis	malekafz@uoregon.edu
<ul style="list-style-type: none">• Operations Business Analytics				
<ul style="list-style-type: none"><ul style="list-style-type: none">○ OBA 311, 335	Fang Yin	541-346-4893	475 Lillis	fyin@uoregon.edu
<ul style="list-style-type: none"><ul style="list-style-type: none">○ OBA 312	Ming Jin	541-346-3543	420 Lillis	mjin2@uoregon.edu
<ul style="list-style-type: none"><ul style="list-style-type: none">○ All other OBA	Mike Pangburn	541-346-3407	488 Lillis	pangburn@uoregon.edu
<ul style="list-style-type: none">• Finance	John Chalmers	541-346-3337	393E Anstett	jchalmer@uoregon.edu
<ul style="list-style-type: none">• Management	Steve Schmidt	541-346-9244	197 Anstett	sschmid3@uoregon.edu
<ul style="list-style-type: none">• Marketing	Jessica Gamlin	541-346-4130	488 Lillis	jgamlin@uoregon.edu