

# COURSE SUBSTITUTION PROCESS



**\*If you are a sponsored student, you must speak to your sponsor first.**

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## MEET WITH INTERNATIONAL STUDENT ACADEMIC ADVISOR

After completing the online [International Student Course Substitution form](#), schedule a meeting with the International Student Academic Advisor.

You can also attend drop-in advising to discuss your request.

Drop-in advising for these requests are Monday-Thursday, 1:00-3:00 pm in SSC 440

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## INTERNATIONAL STUDENT ACADEMIC ADVISOR SENDS REQUEST TO THE APPROPRIATE DEPARTMENT

The student should wait while the request is processed. All questions should be directed to the International Student Academic Advisor.

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## REGISTER FOR COURSE

Once the department has approved the substitution, the International Student Academic advisor will communicate approval to the student. If the student registers before approval, there is no guarantee the course will count towards degree progress.