Course Substitution Process

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- Student writes a petition for course substitution
- Student fills in the course substitution form
- Student delivers the documents to the secretary of the department.
- Department secretary submits the documents to the adaptation commission.
- The comission reviews the course content

Start

Has the course been accepted? — Yes — The comission notifies the department secretariat of its decision.

No — Course is not accepted.

The comission prepares a petition to the faculty.

Faculty members review the decision.

Is it approved? — No / Yes

Department secretary delivers the documents to student affairs.

Student affairs enter course grades in the system.

The student is exempt from the courses.