

## Core Class Substitution

SIA students may be granted a core class substitution if they successfully completed a course(s) highly similar to the core class at Penn State or another institution. Below are SIA's policies governing course substitutions and waivers.

### MIA Policy

Students admitted to the Master of International Affairs program are expected to complete the 42-credit degree and foreign language intermediate proficiency requirements listed in the [Graduate Bulletin](#).

- A maximum of one INTAF core class stated in the degree requirements may be requested for substitution by a maximum of two relevant 400/500/800-level course(s) taken at Penn State or at another accredited institution.
- Where possible, a more advanced course will be substituted for the core class requirement.
- Substitution of course requirements does not reduce the minimum number of unit requirements for the degree (42 credits).
- Prior to graduation, students must still take a minimum of 18 credits (6 classes) of INTAF courses, not including the Capstone class.

### Request Approval Process

Below is the process to request a core class substitution:

- Students submit the required documents noted below to the SIA Director of Academic Advising. Request must be received by the 1<sup>st</sup> day of classes of the semester in which the core class is taught.
  - Official transcript showing the course(s) and grade(s) received for the proposed course(s) substitution. Students must have obtained at least a "B+" in the course(s).
  - Course syllabus
  - SIA Core Class Substitution Petition form (PDF)
  - Proposed advanced course for substitution (on the core topic where available).
- The Director of Academic Advising will forward the student's request and supporting documents to the SIA Director and SIA faculty member(s) teaching that particular core class for their respective review and approval.
- The student will be informed of the decision in writing by the Director of Academic Advising.
- If the substitution is approved, the student will be advised to drop the INTAF core class by the Add/Drop deadline and enroll in a more advanced course (where available) either in that same semester or in future semesters while at SIA.
- A substitution does not reduce the number of units required to earn the MIA degree.