

SAMPLE COURSE APPROVAL REQUEST VIA EMAIL

If your schedule changes once you arrive at your host institution, you can arrange to obtain course approval via email.

Below is a sample email you can use to request departmental approval for an overseas course. Be sure to include the following information when requesting departmental approval.

- Detailed course description (syllabus preferred)
- Contact hours—detail the number of weeks in the semester (excluding exam period) and the number of hours per week you meet for class.
- Total number credits the host university considers full-time for one semester. _____

If this is a **time-sensitive request**, send your email as **urgent** and let the Department Contact Person know the date by which you must finalize your registration. **DO NOT WAIT UNTIL THE LAST MINUTE TO CONTACT THE DEPARTMENT.** Contact the relevant department contact as soon as you are aware of any changes. To find a list of Department Contacts visit: www.gvsu.edu/studyabroad. Click on Academic Information and then go to Credit Approval Process.

Prof. _____.

My name is _____ and I am currently studying at _____ University in _____ (Country) for the _____ semester. I would like to take the following course(s) this semester which require departmental approval. I am a _____ major and _____ minor.

Please review the attached course syllabus/description and let me know if this course is equivalent to any course currently offered in the department. If there is not an exact match, could this course count as a special topics course?

The Padnos International Center requests the following information:

GV Course prefix
GV Course number
Number of GV credits

Please 'reply all' to this message to ensure the Padnos International Center receives a copy of this approval.

Thank you for your assistance.

Your name