

Obtaining Course Approval While Abroad

Lehigh University Study Abroad Office

32 Sayre Drive, Coxe Hall

Bethlehem, PA 18015

Phone: 610.758.3351


Fax: 610.758.5156

www.lehigh.edu/studyabroad

- Be attentive to detail, persistent, and polite in order to get courses approved via distance.
- Use the Study Abroad list of department contacts to determine the appropriate department contact.
- If a course falls outside of our regular department headings, email the departments you think would be a good fit. When emailing all possible contacts, make it apparent that you are sending request to multiple departments and inform all that you are not sure where this course may fall.
- Send the contact person any (preferably all) of the following:
 - Brief information on who you are, where you are studying(include program and possibly the program/university weblink)
 - Course title and description
 - course syllabus
 - textbook info
 - Any additional info you may have
- Request approval to take the course (for your major, minor, etc.)
- Request the number of Lehigh credits you would like for the course plus the course title and number of the Lehigh class which would replace the course from abroad.
- If approved MAKE CERTAIN you send a copy of the final email approval to the Study Abroad Office at incis@lehigh.edu.
- You must repeat this procedure for each course for which you need approval.

See the next page for an example of an organized request for approval email . . .

SAMPLE EMAIL



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Send Contacts Spell Attach Security Save

From: Study Abroad Office <incis@lehigh.edu> - incis@lehigh.edu

To: DEPARTMENT CHAIR or REGISTRAR'S OFFICE

Cc: studyabroad@lehigh.edu

Subject: Study Abroad Course Approval - STUDENT NAME

Body Text Variable Width

Professor Doodlebug,

I am a **MAJOR** student who is currently studying abroad in **CITY, COUNTRY** at/with **UNIVERSITY/PROGRAM**.

Unfortunately, some of the courses I originally had approved are not being offered. Would you approve the following 3 credit Education course to count toward my major/minor/electives, etc.? Since I am abroad, I will only need an email confirmation of approval in addition to the Lehigh University course title and number that it will fulfill.

ADD HERE . . .

Course Title/Listing:

Course Description:

Textbook Information:

Course Syllabus: If you have a copy of the course syllabus, please attach it

Please let me know if you need additional information.

Please review the above course description and respond to this email with your decision. I have included my study abroad advisor in this correspondence, and I ask that you include him/her in your response by selecting 'reply all'.

Sincerely,

Jane Sengal