COURSE APPROVAL GUIDELINES FROM ND STUDY ABROAD PROGRAMS

For Students: Guidelines for requesting course approval from abroad:
If the course that you would like to take has a course syllabus, please email the translated syllabus to the appropriate departmental contact for approval. Please cc: the email request to the OIS program manager for your program.

If there is no syllabus, attend the class you’ve selected and collect the information listed below. Compile the following in a neat and orderly fashion with as much information as is available to expedite the course review. For assistance, consult with your professor and/or on-site staff.

When you have compiled the information below, send your request to 1) the departmental contact person at ND, with a cc: to 2) to your resident on-site director (if applicable), and 3) the OIS program director or coordinator for your program at ND.

Your Name
Program  (Santiago)
Major        Year        (junior)

1. **Course Title** with Host University Number, as applicable
2. Name and title of **instructor**
3. **Description of course and course objectives** (3-4 sentences). This may have to be compiled through interviews with the instructor. Not every institution publishes course descriptions.
4. **Contact hours** and/or labs, per week
5. **Reading list**, including textbook
6. **Structure for evaluation—e.g.,** exams, papers, presentations, etc.
7. **Requirements**, if any, you want this course to meet (major? univ.requirements? elective?)
8. Are there similar courses at Notre Dame? Are there courses you’ve taken at Notre Dame that prepared you for this class? If so, please provide course numbers and names.

Thank you for your cooperation.

The departmental contact should notify you of the review decision by email with a copy to the OIS program manager.