BGSU PROCESS FOR SPONSORED STUDENTS TO REQUEST ONLINE OR BLENDED COURSES

Saudi Arabian Cultural Mission (SACM) sponsored students should check their student portal for the most up to date information about sponsorship requirements.

Submit **online and blended** class approval to the SACM **_before_** you submit your registration request. An online or blended course is any section that is 50% or more web-based. All sections that end in the letter "w" at the end of the section number are considered web-base or online. Include the following information in your submission to the SACM:

1. A letter from you stating why you want to take online classes. The letter must include the following:
    a. Why you want to take the online class
    b. class full name
    c. class code
    d. how many credit hours
    e. year
    f. term

2. A letter from your Academic Advisor or Immigration Officer (with Academic Advisor permission) requesting permission on your behalf stating the following:
    a. class full name
    b. class code
    c. how many credit hours
    d. year
    e. term
    f. rationale for taking course; options listed below
        i. no face to face available this term and will delay graduation
        ii. do not offer face to face for this course
        iii. other: _____

3. Recent Official Transcript

4. A letter from registrar stating how many online courses you have taken to date including the following:
    a. class full name
    b. class code
    c. how many credit hours
    d. year
    e. term

5. A Pledge letter from your Saudi Arabian Academic Advisor. Email your SACM Advisor with the above materials and request a pledge letter.

6. Follow the directions from SACM Advisor and on the SACM portal to complete your request.