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.