

## Coordinator Course Approval Process:

### Step 1: **Click on “Course Approval”**

### Step 2: **Review New Applications**

- Applications will show up under “Course Approval Requests”
- Click on “Update Decision” to review Course Approval Information
  - This information includes:
    - Course
    - Type
    - Credit Hours
    - Program
    - Term
    - Department
    - Student who submitted
    - Submission date
  - Please be sure to review that the students have applied for courses that have been agreed upon in their meeting with the coordinator

### Step 3: **Make a Decision**

- Decide whether student’s application will be **Approved** or **Not Approved**
- Approved:
  - If approving the student’s application, click on “This student is **approved** for participation in Study Abroad.”
  - Click “Submit”
- Not Approved:
  - If student’s application is being denied, click on “This student is **not approved** for participation in Study Abroad.”
  - Under “Please explain:”, please provide an explanation for the application being denied
    - e.g. *“Student did not meet with the program coordinator before submitting course approval request.”*
  - Click “Submit”

\*Programs with more than 1 coordinator must remember to communicate with each other about which students met with which coordinator and what courses were agreed upon. This is so students do not get denied approval by a coordinator that did not meet with them when they met with another program coordinator. \*\*