

Subject:

Study Abroad Advising Request

Email Template:

Hello,

I am emailing to request Academic Advising Documentation regarding my upcoming Education Abroad program. Please use the information below to indicate in my Archivum advising notes whether the courses of interest would cause me to delay graduation or incur excess hours. If I am required to schedule an advising appointment in order to receive this documentation, please let me know.

- *Full Name:*
- *U number:*
- *Program:*
- *Semester/Summer:*
- *Course(s) of interest (If applicable, include alternative course options):*
- *Minimum credit enrollment requirement (See electronic brochure for minimum requirement):*

Based on the information provided above, please provide one of the statements below in my Archivum notes. See example below:

- **Option 1:** *Faculty-led USF Study Abroad (INSERT PROGRAM NAME): Courses proposed for this program (INSERT COURSES HERE) will not impact degree progression policy or incur excess hours.**
- **Option 2:** *Faculty-led USF Study Abroad (INSERT PROGRAM NAME): Courses proposed for this program (INSERT COURSES HERE) **WILL** violate degree progression policy or incur excess hours.*

**If I must take and pass particular courses during the program or in semesters leading up to this program in order to avoid violating degree progression or incur excess hours, please explain this after the first option above.*