



*GEORGETOWN UNIVERSITY*

*Office of International Programs*

Kate Billings  
Office of International Programs  
Georgetown University

October 31, 20XX

Dear Ms. Billings:

I write in reference to Mr. Joe Hoya, an exchange student from France currently studying at Georgetown.

Joe's major field of study is Government and he is particularly interested in Latin American studies. He enrolled in GOVT-421, Democracy & Social Changes in the Andes, a course which requires an intermediate level of reading ability in Spanish. Joe has taken several Spanish courses at his home university in France and met with Professor Georgetown prior to the beginning of the semester to discuss his level of reading comprehension. Professor Georgetown agreed to allow Joe to register for the course despite his limited background in the Spanish language.

Despite private tutoring and several out of class meetings with Professor Georgetown, Joe's level of Spanish comprehension continues to limit his understanding of the more complex concepts included in the course materials. Because of this language issue, Professor Georgetown and I agree that Joe was improperly placed in this course. I therefore request that Joe be granted authorization from his International Student Advisor to drop the course.

If you have any questions, please do not hesitate to contact me at 202-687-5867.

Sincerely,

*Lisa Gordinier*

Lisa Gordinier  
Academic Advisor for Exchange Students