

# Faculty-Directed Course Approval Form

Name: \_\_\_\_\_ UM ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Location: \_\_\_\_\_ Program: \_\_\_\_\_ Term: \_\_\_\_\_

## TO THE STUDENT

All faculty-led study abroad courses at The University of Mississippi offer resident, UM credit. Some courses are cross-listed in various departments to be most advantageous to students. To register you for the correct course while you are abroad, you are required to complete a Course Approval Form. This process is completed through meeting with your study abroad advisor, academic advisor, the program instructor, and your academic dean.

The Study Abroad Office cannot guarantee credit without a completed Course Approval Form listing each class taken while abroad. This form certifies that you, the program instructor, and your academic dean are informed of your Study Abroad plans. No department is obligated to accept credit earned abroad toward a student's major or minor.

Some notes on course registration, approval, and credit for faculty-led study abroad programs at The University of Mississippi:

- \* You must be enrolled in a course number approved by the Study Abroad Office and the program instructor.
- \* All courses taken abroad on a UM-sponsored program count as resident, UM credit and are posted on your transcript with ABCDF grades. All grades count toward your overall GPA.
- \* The Study Abroad Office will enroll you in the appropriate courses based on your Course Approval Form.
- \* You must attach a copy of your transcript to the Course Approval Form. The transcript will help determine whether you are eligible to take the selected courses.
- \* Grades are posted to the UM transcript after an official grade is received from the program instructor. Instructors have 30 days from the due date of the final class assignment to turn grades in to the Study Abroad Office. Grades will post to your transcript within two weeks after they arrive in the Study Abroad Office.

## COURSE APPROVAL CHECKLIST

- ☐ Select the faculty-led course in which you plan to participate and confirm that you have taken the prerequisites.
- ☐ Attach your transcript to this form.
- ☐ Meet with your academic advisor to begin work on the reverse of this page and select your course credit.
- ☐ Take the Course Approval Form to the program instructor for approval. The instructor's signature is proof that they accept your enrollment in their program abroad, pending you meet all other Study Abroad Office requirements and complete your study abroad application.
- ☐ Once the program instructor has accepted your enrollment, you must get your academic dean's approval. Students should leave their Course Approval Forms in the appropriate dean's office on campus for final approval.  
Liberal Arts - Ventress Hall; Business - Holman; Accountancy - Conner Hall; Applied Sciences - George Street University House; Education - Guyton Hall; Engineering - Carrier Hall; Pharmacy - Faser Hall; Journalism - Farley Hall
- ☐ Pick up your completed Course Approval Form from your dean's office and turn the completed Course Approval Form in to your Study Abroad Advisor in 318 Martindale.

## STUDENT INFORMATION

College or School (ex. Liberal Arts): \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Classification: \_\_\_\_\_

## STUDENT AGREEMENT

I understand that the Study Abroad Office cannot guarantee credit without a completed Course Approval Form listing each class taken while abroad. I also understand that no department is obligated to accept credit earned abroad toward a student's major or minor. If I intend to finish my degree requirements while abroad, I know the rules and procedures and have made all arrangements before going abroad. I also acknowledge the fact that my grades may not be posted prior to my intended graduation date, and I may not graduate in the term I expected.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Faculty-Directed Course Approval Form

Name: \_\_\_\_\_ UM ID Number: \_\_\_\_\_

Location: \_\_\_\_\_ Program: \_\_\_\_\_ Term: \_\_\_\_\_

## TO THE ADVISOR

The student submitting this form is taking credit abroad on a program that is approved by The University of Mississippi and directed by a UM faculty member. According to University policy this student will receive resident, UM credit for the coursework taken abroad. The coursework will appear on the student's transcript as a UM designator and an ABCDF grade will be assessed by the UM faculty member directing the program. As the student's academic advisor we ask the applicant to share their intentions to study abroad with you so that you may include the coursework in the student's overall academic plan. If you have any questions about the student's course selection or study abroad in general, please feel free to contact the Study Abroad Office at 1508 or [abroad@olemiss.edu](mailto:abroad@olemiss.edu). As faculty-directed courses already bear UM course numbers, the student must get the program instructor's approval in order to take the course abroad. When the student has received the faculty member's approval, the form must be signed by their dean's office and then returned to the Study Abroad Office so that we can register them for the proper course while they are abroad.

Thank you for your help in this matter.

## TO THE PROGRAM INSTRUCTOR

The student submitting this form is requesting your approval to take your course abroad. By signing this form you are accepting the student into your course, provided that the student meets all other requirements to participate in study abroad through The University of Mississippi and that the student submits a completed application to the Study Abroad Office. You are also acknowledging that you have reviewed the student's transcript and that the student has met any prerequisites for your course.

Thank you for your help in this matter.

## EXAMPLE COURSE APPROVAL

Study Abroad Course Number & Title	Semester Hours	Instructor/Faculty Director Approval
POL 380 Topics in Political Science Abroad	3	Program Instructor Signature

## FACULTY-LED CREDIT

Study Abroad Course Number & Title	Semester Hours	Instructor/Faculty Director Approval
		Signature:  Printed Name:
		Signature:  Printed Name:

Additional Comments: \_\_\_\_\_

Dean's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_