

UNIVERSITY OF MISSISSIPPI STUDY ABROAD • COURSE APPROVAL FORM

Student Name: _____ UM ID Number: _____

Program Name: _____ UM Email: _____ @go.olemiss.edu

Program Country: _____ Program Term & Year: _____

All coursework taken during an **Exchange, Affiliate, or Faculty-Directed** program will be resident, graded (A-F) UM credit, will count towards resident UM GPA and, as approved, will count towards graduation progress. **If you are seeking course approval for a study abroad program that is not affiliated with the University of Mississippi, you must use a Transfer Credit Course Approval Form instead of this form.** Check with the UM Study Abroad Office if you are unsure or have questions.

By signing below, I certify that I have read, understand and fully accept the above statement and all parts of the **Course Approval Policies & Instructions** on the reverse of this page.

Student Signature: _____ Date: _____

Abroad Course/Hours		UM Course/Hours Equivalent			Required UM Approval Signature
Abroad Course Title and/or Course Code	Abroad Credits/Hours	UM Course Code	UM Credits/Hours	Type of UM Credit (please check one)	Academic Department Approval or Faculty Director Approval (please sign and print name)
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	

Comments: _____

Dean's Designee of Student's Primary School or College: _____ Date: _____

Dean's Designee of Other Affected School or College (if any): _____ Date: _____

UM STUDY ABROAD OFFICE USE ONLY Received Date: _____ Received Time: _____ Scanned & Uploaded Date: _____

COURSE APPROVAL POLICIES

- The Course Approval Form is a required “Pre-Decision” document in the UM Study Abroad Application process. **You must submit a completed and signed Course Approval Form before your UM Study Abroad Application can be considered.**
- The UM Study Abroad Office cannot guarantee particular course credit and cannot process abroad transcripts without having properly completed and signed Course Approval Form(s) on file listing every class taken abroad. UM academic departments, schools or colleges are not obligated to accept abroad courses as any particular UM credit toward major or minor degree progress.
- It is the responsibility solely of the student participant to seek course approval for each and every course taken abroad and to ensure that each completed and signed Course Approval Form is submitted to the Study Abroad Office (Martindale 318) in a timely manner. If a student changes abroad courses after submitting a Course Approval Form, they must seek approval for any new course(s). It is acceptable to submit more than one Course Approval Form for a given program.
- Transcripts for study abroad programs must be sent directly to the UM Study Abroad Office (NOT to Admissions and NOT to the Registrar’s Office). Abroad transcripts can be significantly delayed and may not arrive for up to 90 days or more after the end of the abroad program. In the meantime, the student’s grades for the term abroad will automatically change to “I” until the actual final grades can be posted. An abroad transcript cannot be processed by the UM Study Abroad Office until all courses appearing on the transcript have been properly approved and it can take up to 30 days from the time that transcripts are received until they appear on a student’s UM academic records. This could affect your eligibility for financial aid and/or enrollment in future academic terms, your degree progress and/or your intended graduation date.
- Study abroad grades are not eligible for academic forgiveness and abroad courses cannot replace other courses on a student’s UM academic record.
- If a UM academic departmental designee judges that a particular abroad course is not equivalent to a specific UM course, they may choose to approve the course as elective credit for that department with a designation of **US 111** (for lower level courses), **US 311** (for upper level courses), or **US 511** (for graduate level courses).

COURSE APPROVAL STEP-BY-STEP INSTRUCTIONS

1. **Contact the necessary academic department(s) on campus:** If you are not sure who to approach for course approval in a particular academic department, start by contacting the department’s main office to inquire: a) who is the departmental designee for decisions on Study Abroad course approvals and b) how that person prefers to be contacted. Then, contact the appropriate departmental designee(s) for course approval and set up a meeting. **If you are applying for a UM Faculty-Directed program, contact the Faculty Director of that program.**
For example: If you are taking a journalism course abroad, you will contact the main office of the Meek School of Journalism and New Media, and if you are taking a philosophy course, you will contact the main office of the Department of Philosophy and Religion. If you are applying for a Faculty-Directed program, contact the Faculty Director listed on the program’s brochure page.
2. **Print syllabi/course descriptions and your unofficial UM transcript:** Before meeting with any departmental designee(s), visit the abroad affiliate or academic institution’s homepage to locate and print out course syllabi or, if syllabi are not provided, detailed course descriptions, for every course you *might* take while abroad. Also, visit MyOleMiss and print out a copy of your current unofficial transcript. **Applicants for a UM Faculty-Directed program need only to print out their current unofficial transcript.**
Tip: Some UM academic departments (such as the School of Business Administration) require abroad course syllabi and will not accept a course description. Also, you may (and are encouraged to) seek approval for more courses than you plan to actually take abroad. This gives you flexibility when it comes time to actually enroll in abroad courses with the program provider or institution abroad.
3. **Request Course Approval:** Meet with the correct departmental designee(s) (or, for a UM Faculty-Directed Program, the Faculty Director) to request course approval for your planned abroad course(s). **Be sure to take a copy of your current unofficial UM transcript and, if applicable, printed course syllabi and/or detailed course descriptions to any meetings to request course approval!**
Tip: Course approval is based largely on the content of the course(s) abroad, in comparison to similar UM courses and it is the only way for you to know, for sure, what UM course credit you will receive for courses taken abroad. Your academic advisor will be able to provide more helpful guidance about your abroad course decisions *after* you have a completed and signed Course Approval Form for them to review with you.
4. **Request Dean’s Office Approval:** After getting your course(s) approved by the proper academic department(s), next take your Course Approval Form(s) to the office of the dean of the school or college in which your major is housed. If you have a minor and/or another major in more than one school or college, you must seek approval from each affected dean’s office.
Tip: If you are asked to leave your Course Approval Form at your dean’s office, make yourself a reminder to go back and pick it up!
5. **Submit the original completed and signed Course Approval Form to the front desk of the Study Abroad Office** (Martindale 318), where it will be uploaded to your UM Study Abroad Application and marked there as “received.” You will be able to access all of your submitted Course Approval Forms in your UM Study Abroad profile, under “Documents.”