

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, Direct Enroll, 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(s) & Abroad Credits/Hours		Approved UM Course Equivalent	UM Approver
Abroad Course Title and Course Code	Abroad Credits/Hours	UM Course Code	See email approvals attached to this form or signature of departmental approver below.
			Signature: Printed Name:
			Signature: Printed Name:
			Signature: Printed Name:
			Signature: Printed Name:
			Signature: Printed Name:
			Signature: Printed Name:

Comments: _____

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

Signature of Dean's Designee of Any Other Affected School or College: _____ Date: _____

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

UNIVERSITY OF MISSISSIPPI STUDY ABROAD • **ACADEMIC POLICIES & COURSE APPROVAL INSTRUCTIONS**

Please read carefully and contact the UM Study Abroad Office at abroad@olemiss.edu or your study abroad advisor if you have any questions.

- The Course Approval Form is a required “Pre-Decision” document in the UM Study Abroad online application. 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-Cole 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. 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 will be converted to the ABCDF scale at UM using host institution or WES grade scales. There is **NO PASS/FAIL** on UM study abroad programs. Grade conversion tables are available for reference in your study abroad application portal.
- Study abroad grades are not eligible for academic forgiveness and cannot replace other courses on a student’s UM academic record. Study abroad grades are eligible for Grade Exclusion.
- If a UM academic departmental signatory judges that a particular abroad course is not equivalent to a specific UM course, they may approve the abroad course as elective credit for that department with a designation of GLS 111 (lower-level courses), GLS 311 (upper-level courses), or GLS 511 (graduate-level courses).
- The University of Mississippi uses the following credit equivalencies for credits earned at European universities that use the European Credit Transfer and Accumulation System (ECTS), and for UK universities that use the Credit Accumulation and Transfer Scheme (CATS) or the Scottish Credit and Qualifications Framework (SCQF):

5 ECTS credits	are equal to	3 UM credits
10 CATS or SCQF credits	are equal to	3 UM credits

- For semester programs, all UM students must enroll full-time at the host institution and must complete the equivalent of at least 12 UM credits. Mississippi residents, however, may be required to complete the equivalent of at least 15 UM credits during a semester abroad for financial aid purposes.
- **Language courses approved on this form do not guarantee placement at the same level by the study abroad provider or host institution, nor the actual level of UM credit to be earned. A student may be placed in a more elementary or more advanced class(es), affecting the level of UM credit to be earned. The level of UM language course credit to be earned is subject to review upon placement and/or upon receipt of the final transcript from the study abroad program.**

COURSE APPROVAL STEP-BY-STEP INSTRUCTIONS

1. **Select courses** that you plan to take abroad. Because courses can reach capacity or you may change your schedule after arrival, you should select more courses than you plan to take abroad. For example, a student who must take the equivalent of 15 hours in a semester should get 18 - 24 hours approved just in case of schedule changes.
2. **Determine** which department is the most appropriate to evaluate the course you want to take abroad. Some are very logical - a Spanish course abroad would be approved by the Department of Modern Languages. A history course would be approved by the Department of History. If you have questions about where the course might fit at UM, ask your study abroad advisor.
3. **You may contact the department signatory by email or in person** to respectfully request evaluation of the course(s) you want to take abroad.
Include a syllabus and your transcript with your email. If you choose to take a paper form to the department, attach the syllabus for each abroad course and your transcript to the form.
We have listed departmental signatories in the Course Approval material available in your study abroad application portal. Signatories may email you an approval or you can take a paper course approval form for them to sign.
4. **Attach** the following to the Course Approval Form and take it to your **Dean's Office** for signature.
 - Departmental approval email or signature for each course you have had approved. The abroad course and UM course equivalent must be clearly stated in the email or on the form.
 - Syllabus for each abroad course that has been approved.*Tip:* If you are asked to leave your Course Approval Form at your dean’s office, set a reminder for yourself to go back and pick it up!
5. **Bring your signed and completed Course Approval Form to the Study Abroad Office** in 318 Martindale-Cole. Your study abroad advisor will note that it has been received in your study abroad online application portal.