

# 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	Required UM Approval Signature
Abroad Course Title and Course Code	Abroad Credits/Hours	UM Course Code	UM Academic Dept. Approval or Faculty Director Approval (please sign and print 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: \_\_\_\_\_

<b>UM STUDY ABROAD OFFICE USE ONLY</b> Received Date: _____ Received Time: _____ Scanned & Uploaded Date: _____
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# UNIVERSITY OF MISSISSIPPI STUDY ABROAD • COURSE APPROVAL POLICIES & INSTRUCTIONS

## COURSE APPROVAL POLICIES *(please read carefully and contact the UM Study Abroad Office if you have any questions)*

- 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. 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 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 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. **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 determine: a) who the departmental designee for decisions on Study Abroad course approvals is and b) how that person prefers to be contacted. Next, contact the appropriate departmental designee(s) for course approval to set up a meeting. **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 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 all syllabi/course descriptions and your unofficial UM transcript:** Before meeting with any departmental designee(s), visit the abroad program provider or academic institution’s homepage to locate and print out the 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.*
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 course approval meetings!*  
*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 usually be able to provide helpful guidance about your abroad course decisions only *after* you have a completed and signed Course Approval Form for them to review.
4. **Request Dean’s Office Approval:** After getting your course(s) approved by the proper academic department(s), take your Course Approval Form(s) to the office of the dean of the school or college in which your major is located. If you have a minor and/or a second 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, set a reminder for yourself 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.”