

Applicant Name: _____ E-mail: _____ ID Number: _____

Program: _____ Location: _____ Term: _____

Study Abroad Course Approval Form for **Transfer Credit** (Independent Programs)

TO THE STUDENT

All coursework on a program independent of The University of Mississippi will be recorded on your transcript as transfer credit. In order to post the credits properly, you are required to complete a Course Approval Form to determine your exact credits and how the grades will be posted. This process is completed through meeting with your academic advisor, departments, and 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, campus departments, 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 independent Study Abroad Programs :

- * If your transcript will come from a foreign university you will receive ZWIF grades (also called Pass/Fail) for all coursework.
- * If your transcript will come from a US university you will receive ABCDF grades for all coursework.
- * You will not be enrolled as a student at The University of Mississippi for the term that you are on a non-approved Study Abroad Program. This could affect your financial aid, graduation, and honors status when you return to campus. Check with your department, academic dean, and the Office of Financial Aid for more information.
- * You should attach descriptions of each course you plan to take abroad, along with a copy of your transcript, to the Course Approval Form. The descriptions will be needed by departments to verify credit. The transcript will help determine whether courses can apply to your academic needs.
- * If you change courses after the Course Approval Form is submitted you must notify the Study Abroad Office and complete an updated Course Approval Form upon your return to campus. Grades cannot be posted until ALL courses on the transcript have been approved.
- * All transcripts should be sent to The Study Abroad Office at The University of Mississippi, PO Box 187, 359 Martindale, University, MS 38677. The Study Abroad Office is not responsible for requesting transcripts and will be unable to post grades until an official transcript arrives directly from the university abroad. Copies from students are not accepted as official transcripts.
- * Transcripts are often received from the abroad program more than a month after the program ends. Some semester transcripts may not arrive until the end of the following semester. This may affect your financial aid or intended date of graduation.

STUDENT INFORMATION

College (i.e. Liberal Arts): _____

Major: _____

Minor: _____

Classification: _____

STUDENT AGREEMENT

I have discussed the courses listed with the appropriate campus contacts. I am familiar with all appropriate degree and major requirements. I understand that it is my responsibility to enroll in the appropriate courses at the foreign institution, that granting credit for these courses is dependent upon their successful completion, including, in most cases, the taking of a final exam. I also understand that I must inform the Study Abroad Office of any changes in course choices or curriculum. **acknowledge the fact that the foreign institution may not provide transcripts prior to my intended graduation date, and I may not graduate in the term I expected.**

Signature: _____ Date: _____

STEPS TO COMPLETE COURSE APPROVAL FORM

- Research course offerings of the foreign institution and prepare a list of desired course titles. It is best to select more courses than you plan to take so you have alternates.
- Print off descriptions of each course and attach to Course Approval Form.
- Meet with your academic advisor to begin work on the reverse of this page.
- Take the Course Approval Form, along with descriptions of all courses and a copy of your transcript, to the departments for approval.
- Once departments have approved your coursework you must get your academic dean's approval. Business School students should meet with their academic advisors in the Business School and School of Accountancy for Dean's Office approval. All other students should leave their Course Approval Forms with dean's office staff in the following offices: Liberal Arts – Ventress Hall; Applied Sciences – George Hall; Education – Guyton Hall.
- Turn the completed Course Approval Form in to the Study Abroad Office.

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UM STUDY ABROAD COURSE APPROVAL FORM FOR TRANSFER CREDIT (Independent Programs)

TO THE ADVISOR

The student submitting this form is taking credit abroad on a program that is independent of The University of Mississippi.

According to University policy this student may only receive TRANSFER credit for work abroad based on the following criteria:

* If the final transcript will come **from a foreign institution** the student will receive ZWIF grades for all work.

* If the final transcript will come **from a US institution** the student will receive ABCDF grades for all work.

As the student's academic advisor we ask that you aid the student in selecting courses to take abroad and approving them as the proper credit on campus. The department that houses each course on campus must sign the Course Approval Form.

We've provided examples on the right to help you complete the form with the student. If you have any questions about this form or any other process related to Study Abroad, please feel free to contact our office at 1508 or abroad@olemiss.edu.

When the student has received signatures from all required departments the form must be signed by their Dean's Office and then returned to the Study Abroad Office so that we can process their transcript when it arrives on campus.

Thank you for your help in this matter.

EXAMPLE COURSE APPROVAL

Institution	Study Abroad Course Number & Title	Will apply toward graduation as	Grade type	Semester Hours	Departmental Approval
US	PO LA 2629 Freedom and Voting in Latin America	POL 380	ABCDF	3	Political Science chair signature
Foreign	LI SP 3584 Spanish for English Speakers	Will not apply toward graduation	ZWIF	3	Modern Languages chair signature
Foreign	LA ST LI 202 Latin American Literature	Upper-level elective	ZWIF	3	English chair signature

TRANSFER CREDIT

Institution	Study Abroad Course Number & Title	Will apply toward graduation as	Grade type	Semester Hours	Departmental Approval

Additional comments: _____

Dean's Office Approval: _____ Date: _____