

# Exchange or Partner Program Course Approval Form

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

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

## TO THE STUDENT

Though all courses taken abroad on a UM-sponsored program will count as UM credit on your final UM transcript, you are required to complete a Course Approval Form to determine exactly what credit your courses abroad will earn. This process is completed through meeting with your Study Abroad Advisor, 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, the appropriate department representatives, 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 sponsored Study Abroad Programs at The University of Mississippi:

\* You must be enrolled as a FULL-TIME student while you are abroad. For the semester this means at least 12 credit hours; summer programs often require 6 hours per session. If your program requires more hours than The University of Mississippi to be considered FULL TIME then you must take the specified number of hours during your term abroad.

\* All courses taken abroad on a UM-sponsored program may count as UM credit and may be posted on your transcript with ABCDF grades. All grades count toward your overall GPA.

\* Students will be registered for US 111 for all hours while abroad. Upon return the coursework will be credited to your transcript as stated on the reverse side of this form.

\* You should attach to the Course Approval Form descriptions of each course you plan to take abroad along with a copy of your transcript. 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 a new 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 student 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.

\* Grades are posted to the UM transcript after an official transcript is received from the abroad program and all courses have been approved. It can take up to a month from the time grades are received for them to post to your UM transcript.

\* 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. Let the Study Abroad Office know in advance if delayed grades are a concern.

## COURSE APPROVAL CHECKLIST

- 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 that you have alternatives.
- Print descriptions of each course and attach to the 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 appropriate departments for approval.
- Any course that does not have a direct UM equivalent may be granted US 111 or US 311 credit. Verify with your academic dean if you can receive lower-level or upper-level credit for the course in question.
- 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
- Turn the completed Course Approval Form in to your Study Abroad Advisor in 359 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 the foreign institution may not provide transcripts prior to my intended graduation date, and I may not graduate in the term expected.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**TO THE ACADEMIC ADVISOR**

The student submitting this form is taking credit abroad on a UM-Sponsored program.

According to University policy this student will receive **UM credit** for all work abroad. All coursework taken abroad will be recorded as UM coursework on the student's UM transcript. For each course the student will receive an ABCDF grade that will count on the GPA and toward the final graduation credit count.

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 student should provide you with descriptions of each course they plan to take and these descriptions should be attached to the Course Approval Form. The department that houses each course on campus must sign the Course Approval Form.

\* If there is no direct UM equivalent for a course, departments and deans have the option of allowing the student to take the course for US 111/US 311 credit. US 111 is a lower-level elective; US 311 is an upper-level elective.

We have provided examples below to help you complete the form with the students. 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](mailto: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**

Study Abroad Course Number & Title	Will apply toward graduation as		Semester Hours	Departmental Approval
	UM Course Number	Circle one		
PO LA 2629 Freedom and Voting in Latin America	POL 380	Major Minor Elective	3	Political Science Chair Signature
LI SP 3584 Spanish for English Speakers	SPAN 398	Major Minor Elective	3	Modern Languages Chair Signature

**COURSE APPROVAL**

Study Abroad Course Number & Title	Will apply toward graduation as		Semester Hours	Departmental Approval
	UM Course Number	Circle one		
		Major Minor Elective		
		Major Minor Elective		
		Major Minor Elective		
		Major Minor Elective		
		Major Minor Elective		
		Major Minor Elective		
		Major Minor Elective		

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

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