

Request for Approval of Courses to be Taken Abroad

GENERAL INFORMATION

- This form, *Request for Approval of Courses to be Taken Abroad*, is intended to help the advisor and student plan and make appropriate study abroad course choices.
- The form provides an agreed upon course plan but is not an absolute commitment by the student to take specific courses.
- Students and advisors should be aware that circumstances and course offerings through a study abroad program may change, and students may need to reconsider their initial selections, even after departure. Students should continue to consult with their advisors while
- abroad. The form is **not** an absolute guarantee by the faculty advisor that the student will receive a particular number of credit hours. *Clemson University reserves the right to refuse or reduce credit if the credit load taken by the student is excessive for the period attended or if the advisor has inadvertently listed an inaccurate or inappropriate number of transfer hours.*

Grades: You must earn a grade of “C” or higher for credit to transfer. NOTE: coursework completed at other institutions does not affect your Clemson GPR. If you are an undergraduate within 43 credit hours of graduation, you will need to complete the *37/43 residency policy waiver*.

Transcripts: An official transcript should be mailed to the:
Pam Hendrix Center for Education Abroad
E-301 Martin Hall
220 Parkway Drive, Box 345714
Clemson, SC 29634

Note: Until the transcript reaches Clemson University, you should be prepared to supply documentation that you satisfactorily completed your overseas courses. If an overseas course is a prerequisite for one you are planning to take at Clemson, an advisor may request a grade report. Sometimes there are **significant** delays in the receipt of overseas transcripts. If you have questions about graduation, you can visit an Academic Records Counselor in 104 Sikes Hall.

UNDERGRADUATE STUDENTS

Study Abroad Course Approval and Transfer Credit Process:

1. Meet with study abroad coordinator and apply for a program online through the Pam Hendrix Center for Education Abroad.
2. Meet with your academic advisor to discuss courses to take abroad
3. Obtain this form from the Pam Hendrix Center for Education Abroad website or office.
4. Complete form Sections 1 & 2, Section 3 Columns A, B, & C.
5. Utilize the Transfer Credit Equivalency List (TCEL) to check for pre-approved courses by institution granting program transcripts. If course is listed, write “TCEL” for course signature, in Column H.
6. Obtain syllabi/descriptions for non-TCEL courses
7. Discuss syllabi/descriptions with departmental advisors and obtain signatures in Column H.
8. Obtain your academic advisor’s signature
9. Meet with financial aid, if applicable.
G01 Sikes Hall; 864.656.2280; finaid@clemson.edu
10. Sign and return completed form to the Pam Hendrix Center for Education Abroad. →

11. Send program’s official transcript to the Pam Hendrix Center for Education Abroad office (see address above). Our office sends official transcript and completed form to the Registrar to add to your Clemson transcript.

GRADUATE STUDENTS:

See instructions for Undergraduate Students. Different policies apply to transfer of graduate credit. It is your responsibility to check with your advisor and the graduate school regarding transfer of credit for graduate courses and other required forms

ADVISORS: Departmental & Major

1. Discuss with your advisee the courses they will take abroad.
2. Departmental advisors: Review course descriptions and syllabi. In Section 3 of this form, complete columns D – H.
3. Academic advisors: If approved, sign and date Section 4.

Course Equivalencies: Only courses taken at a baccalaureate degree institution may be used as an equivalent or substitute for a 300 or 400 level Clemson University course.

Please contact us with any questions or concerns:

Pam Hendrix Center for Education Abroad
E-301 Martin Hall; 864.656.2457; abroad-L@clemson.edu

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SECTION 1: Student Information

SECTION 2: Study Abroad Program Information

Name: _____ CU ID Number: _____ E-Mail: _____ Phone: _____ Major: _____ Academic Advisor: _____ Status while abroad? first year sophomore junior senior graduate* Undergraduates: If within 43 hours of graduation, obtain a waiver of the 37/43 residency policy from Undergraduate Studies (101 Vickery Hall). *Graduate students: Attach GS2 Form (Plan of Study). Check credit transfer regulations with graduate school	Name of Approved Program: _____ Location: _____ Transcript to be issued by: _____ Dates of Program (be as specific as possible): Begins _____ (month/day/year); Ends _____ (month/day/year)
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SECTION 3: Course Information – Students must present descriptions/syllabi of the courses to be taken when approval is requested.

Host Institution Courses While Abroad			Clemson University Courses				
A. Course Number	B. Course Title	C. Credit Hrs or Contact Hrs	D. Course Number	E. Course Title	F. Credits*	G. Elective Credit (check if applicable)**	H. Signature of Individual Certifying Course Equivalency**

*Column F. Special note: 1 ECTS (European Credit Transfer System) credit = .5 (1/2 Clemson credit.) 6 ECTS credit course = 3 credit Clemson course
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**Columns G & H: Course equivalency approvals may be given by the designated departmental advisor or the department chair. Courses taken elsewhere for general elective credit (not subject specific, ex: "SOC 2999") must be approved by the student's academic advisor.

SECTION 4: Signatures and Approvals

Student Signature: _____ Date: _____; Academic Advisor Signature: _____ Date: _____
I have read and understand the information on this form.

Financial Aid Signature: _____ Date: _____; **INTERNAL:** Study Abroad: _____ Date: _____
 (If applicable. Note: signature of Financial Aid Office acknowledges receipt only)