

Study Abroad Request Form

Department of Mechanical Engineering

Congratulations on deciding to Study Abroad!

You are about to embark on an experience to broaden your horizons and further your understanding of a new culture. We are here to help you get the most of this experience, and we encourage you to take an active role in the process. Providing the information requested below will help us advise you in your options, as each university experience abroad may be different.

Instructions

Please follow these steps to expedite the process, and reach out to your advisor if you have any questions:

- 1) **Identify the Clemson courses you would like to revalidate.** These can be core courses, or technical electives. Obtain a digital copy of the Clemson syllabi of these courses in the Clemson University repository <https://syllabus.app.clemson.edu/repository/>
- 2) **Identify the courses you will take abroad and will serve to revalidate Clemson courses.** Work with Johnsie Stancil, CECAS advisor of Clemson Abroad, to locate and obtain a digital copy of the syllabi for the courses you wish to revalidate while abroad. To prevent any surprises during re-validation of these courses, abroad syllabi cannot be older than five years and must be in English. Reviews can be completed most readily if they include the following:
 - required textbook(s) or reference book(s)
 - topical outline
 - learning outcomes
 - prerequisites
 - weekly schedule
- 3) **Complete the form below**, where you prioritize the proposed courses abroad that will be used to revalidate specific courses from Clemson University. You must provide the digital syllabi of both courses for every course proposal, i.e. two syllabi attachments for every row in the form. You may consider submitting a couple more courses than necessary to account for the possibility that revalidation may not be accepted for all courses.
- 4) **Submit your completed form and copies of all relevant syllabi** to your primary academic advisor in the Department of Mechanical Engineering by email. Your primary academic advisor and the Undergraduate Program Director will review the courses to determine if the requested equivalencies will be accepted. The deadline to submit the documentation is March 1 for summer and fall programs, and October 1 for spring programs. Students are encouraged, however, to submit documentation prior to the deadline to expedite the study abroad process.
- 5) **Wait for approval.** You should hear back within 2 weeks. Your advisor and/or Undergraduate Program Director may reach out to you for clarification. A prompt and thorough response to inquiries will expedite the review process.
- 6) **Complete the Clemson Abroad Request for Approval of Courses to be Taken Abroad** at http://media.clemson.edu/ia/programs/coursework_approval_form.pdf

The ME internal review process has been designed to facilitate a smooth process at the university level and minimizing surprises about revalidation when you come back. Thank you for your continuous engagement and active role in making your Study Abroad a productive experience!

Department of Mechanical Engineering Study Abroad Request Form

Student Academic Information

Name:	Student ID: C
Email:	GPA:
Credits Completed:	Advisor:

Student Study Abroad Program Information

Country:	City:
Institution:	Name of Program:
Start Date:	End Date:

Instructions

Students are responsible for working with Clemson Abroad to locate and obtain the syllabi for abroad courses. Abroad syllabi cannot be older than five years and must be in English. Abroad syllabi must also include the following:

- required textbooks
- topical outline
- learning outcomes
- prerequisites
- weekly schedule

Students are responsible for requesting specific course equivalencies to be reviewed. Students should review the abroad syllabi and relevant Clemson University syllabi located in the repository, which can be found through the following link.

<https://syllabus.app.clemson.edu/repository/>

Once the form is completed, then students will submit the form and abroad syllabi to their primary academic advisor in the Department of Mechanical Engineering. The student's primary academic advisor and the Undergraduate Program Director will review the courses to determine if the requested equivalencies will be accepted.

Once the equivalencies are accepted, then students should complete the Clemson Abroad Request for Approval of Courses to be Taken Abroad form, which can be found through the following link. http://media.clemson.edu/ia/programs/coursework_approval_form.pdf

