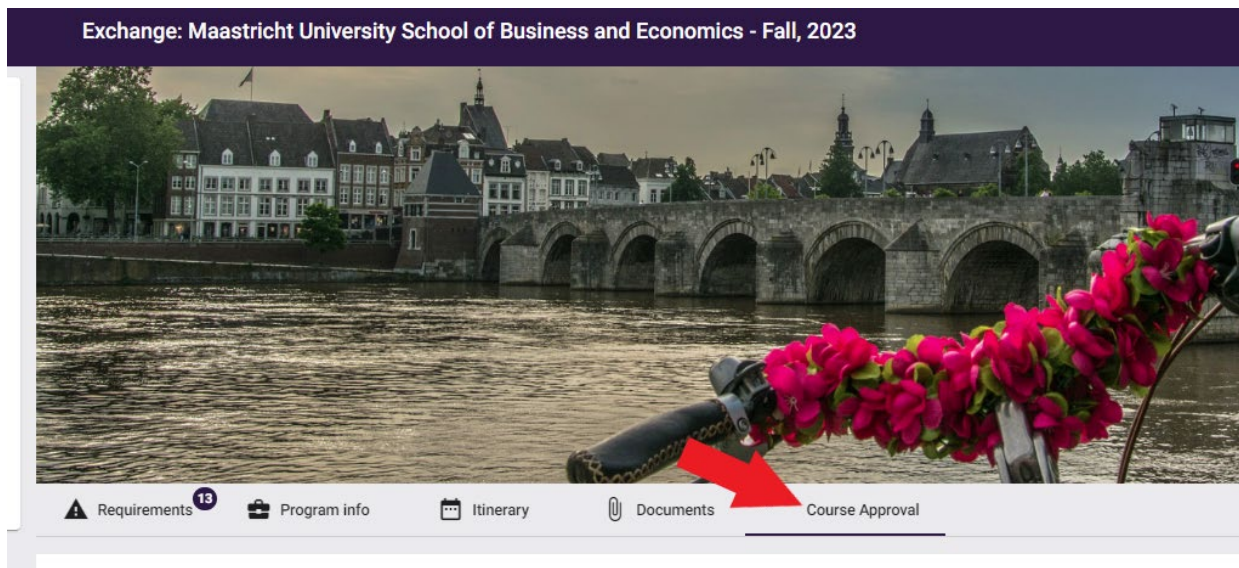# General Course Work Approval Process

This guide is for all programs except LdM and USAC Specialty programs. If you participate in either program, please refer to the respective guides for important information.

➢ Navigate to the Course Approval tab below your application's picture or logo.

Step 1: Selecting Pre-approved Courses

➢ Most programs have a variety of pre-approved courses.

➢ **Pre-approved courses must be selected from "Course Offerings" and will transfer with the approved Clemson equivalent.**

➢ The approved Clemson equivalent is listed under "Equivalent Home Course."

   o If you prefer an alternate Clemson equivalent, you must complete a [course substitution](#) request after the credits transfer. We recommend that you contact the relevant department in advance and in writing to determine if they will likely approve a course substitution.

➢ Find pre-approved courses in the "Course Offerings" section below the instructions.

➢ Search for pre-approved courses in the search box to the far right.

Select the courses you wish to take from the list below and click "Add to Course Approval Requests" in order to submit for approval. If an available foreign course doesn't have a desired home equivalent course listed, click "Add a custom equivalent course." below the list of courses.

Show 10 entries   Search: [   ]

Foreign Course	Equivalent Home Course	Credit Type	Preferred Approver
☐ Accounting & Controlling in Practice	Accounting Elective 2999	Credit Type ▾	Search for preferred approver 🔍
☐ Acturial Statistics	MGT Elective 3999 (3)	Credit Type ▾	Search for preferred approver 🔍
☐ Auditing and Fraud Detection	Accounting Elective 3999 (3)	Credit Type ▾	Search for preferred approver 🔍
☐ Behavioural Economics	Behavioral Economics (3)	Credit Type ▾	Search for preferred approver 🔍

➤ Once you find the course you want to add, simply check the box next to the course.
➤ Do not complete credit type or a preferred approver – these fields should be left blank.
➤ Click the purple "Add to Course Approval Requests" button in the bottom right corner.

☑ Crisis Management in Organizations	MGT Elective 3999 (3)	Credit Type ▾ **Leave blank**	Search for preferred approver 🔍 **Leave blank**
☐ Data Analytics (Accounting/Finance/Strategy)	Analytics for Accounting Decision Making	Credit Type ▾	Search for preferred approver 🔍
☐ Diversity in Entrepreneurship	Special Topics in Entrepreneurship	Credit Type ▾	Search for preferred approver 🔍

Showing 1 to 10 of 44 entries   Previous 1 2 3 4 5 Next

Can't find the course you are looking for? Add a custom equivalent course.

Add to Course Approval Requests

Step 2: Selecting courses that are not pre-approved

➤ Click "Add a custom equivalent course" at the bottom of the course offerings box.

☐ Diversity in Entrepreneurship	Special Topics in Entrepreneurship	Credit Type

Showing 1 to 10 of 44 entries

Can't find the course you are looking for? Add a custom equivalent course.

➤ Enter the foreign course name in the "Foreign Course" box.
➤ Click the magnifying glass to open additional information fields.
➤ Enter the foreign course code in the "Code" box.

Custom Course Approval

Foreign Course

Search for Foreign Course
Social Entrepreneurship   🔍   Code *
                                                                                                        EBC 2147

Description

➤ Optional; state the specific Clemson course you hope to receive or the requirement you hope to fulfill in the "Description" box, i.e., "hoping this will transfer as ENGL 2120." Or "hoping this will fulfill my non-lit requirement."

- ➢ Enter the URL to the syllabus or upload the syllabus. **Do not omit this information;** approvers cannot evaluate courses without a syllabus!
  - o Contact your third party provider or host university for assistance if you can't find a syllabus.
- ➢ **Leave the home course blank!** The approver determines the home course.
- ➢ Type the <u>name of the department at Clemson that should be reviewing your course</u> in the "Search for Department" box. **Do not leave this blank!**
  - o If you hope for a specific course, use the department for this course, i.e., for ENGL 2120, use "English."
  - o If you hope to fulfill a requirement like non-lit, you still need to add a department name. Use the department you think will have a Clemson equivalent, i.e., "Anthropology."
  - o If you are looking for subject-specific elective credit, use the department for the subject. I.e., for PSYC 2999, use "Psychology" in the department box.
  - o If you are looking for general elective credit, i.e., ELEC 0001, use "Elective" in the department box.

- ➢ Click the purple "Add to Course Approval Requests" to add the course to your course approval request form.
- ➢ If you have more than one custom course to be approved, repeat the steps above for each custom course.

Custom Course Approval   ✕

Foreign Course

Search for Foreign Course
Foreign course name   🔍   Code * **Foreign course code**

Description
Optinal; state specific CU course you hope to receive or requirement you hope to fulfill; i.e., hoping this course will transfer as ENGL 2120 or hoping this course will fulfill my non-lit requirement

URL   **Add URL for syllabus**

Max file size allowed is 5MB

Or upload the syllabus   📄 Drop Syllabus here or   Browse
Approvers need the syllabus to evaluate your course. Do not omit this information!

Course Approval

Search for Home Course   🔍   Search for Department   🔍   Credit Type   ⌄
Leave blank! Approvers determine the CU   **Add the department you wish to evaluate the**   **Leave blank!**
equivalent course   **course. Do not leave this blank!**

                                                                                                    Add to Course Approval Requests

Step 3: Add courses to your list

- ➢ Once you click the "Add to Course Approval Request" for your pre-approved and/or custom request courses, your courses will be added to the course approval request form and have "Draft" status.

Course Approval Requests

Foreign Course	Department	Credit Type	Home Course	Credits	Status	Action
History of Motion Picture Music (Music and Film, FMA 276 F) (MUS 248 L)	Music	Unknown		0	Draft	🗑 ⌄
Ethics (Pursuit of Happiness PHI 220F/PSY 220F) (PHIL 200 L)	Philosophy	Unknown	Introduction to Ethics (PHIL 1030)	3	Draft	🗑 ⌄
Branding & Licensing (Fashion Marketing FAS 215 F) (FASH 341 N)	Marketing	Unknown	MKT 3999 Elective (3) (MKT 3999 (3))	3	Draft	🗑 ⌄

Total Credits: 6

Approved Credits: 0

Submit Courses

- ➤ **Click the purple "Submit Courses" button. Do not forget this step!** If you don't click this button, your course will not be reviewed.

- ➤ The status for pre-approved courses will change to "approved," and all other courses will change to "pending."

Step 4: Waiting for approval for custom course requests

- ➤ After submitting your courses, the academic department you specified evaluates them and determines the Clemson equivalent.

- ➤ Department response times vary greatly and depend on the volume of requests.

- ➤ Approvers may reject your request if there is no Clemson equivalent in their department, or they may assign a different Clemson equivalent. Specific requests don't get approved more often than you think!

- ➤ Once you receive the approval email, the status of your course changes from "pending" to "approved" or "rejected."

- ➤ **Check which Clemson equivalent was approved** by checking the "Home Course" in your course approval form.

- ➤ Check the up/down arrow to the far right of each course for any comments, if applicable.

Course Approval Requests

Foreign Course	Department	Credit Type	Home Course	Credits	Status	Action
Corporate Finance (EBC 4057)	Finance	Unknown	Financial Management II (FIN 3120)	3	Approved	⌄

Step 5: You're Finished! **Do not submit the study plan!**

Once the study plan is submitted, it is no longer editable. We will submit it on your behalf once we receive your transcript.

Course Approval Requests

Don't worry about "0" in the credits column. They will be assigned during the credit transfer process and will transfer as long as you earned a Clemson "C" or better.

Foreign Course	Department	Credit Type	Home Course	Credits	Status	Action
Florence in the Literary Imagination (LIT 332 L)	English	Unknown	World Literature (ENGL 2120)	0	Approved	↕
Dante's Quest for Love (ENG 281 L)	English	Unknown	ENGL 3999 Elective (3) (ENGL 3999 (3))	0	Approved	↕
Crosscultural Communication in the Workplace (COM 271 F / BUS 270 F) (BUS 370 N)	Communication Studies	Unknown	Intro to Cross-Cultural Communication (COMM 1800)	3	Approved	↕
Italian Grand Tour: Italy through the Eyes of Famous Travelers (LIT 350 F) (LIT 333 L)	English	Unknown	World Literature (ENGL 2120)	3	Approved	↕
Topics in Nutrition (The Journey to Well-Being NTR 205 F) (HLTH 225 L)	Health Science	Unknown	HLTH 2999 Elective (3) (HLTH 2999)	3	Approved	↕
Introduction to Psychology (PSY 150 F) (PSYC 101 L)	Psychology	Major	Intro to Psychology (PSYC 2010)	3	Approved	↕
Topics in Nutrition (Sports Nutrition NTR 260 F) (HLTH 225 L)		Unknown	HLTH 2999 Elective (3) (HLTH 2999)	3	Approved	↕

Total Credits: 15

Approved Credits: 15

Do not submit the study plan! Submit Courses Submit Study Plan