General Coursework Evaluation 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.

Please note that pre-approved courses must be requested from “Course Offerings.” (see Step 1). Only use custom course requests for courses that are not pre-approved.

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.”
  - 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.
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.

**Step 2: Selecting courses that are not pre-approved**

- Click “Add a custom equivalent course” at the bottom of the course offerings box.

- 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.

- 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!
- 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 name of the department at Clemson that should be reviewing your course in the “Search for Department” box. **Do not leave this blank!**
- If you hope for a specific course, use the department for this course, i.e., for ENGL 2120, use “English.”
- 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.”
- 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.
- 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.

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**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.
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 custom course request evaluations**

- 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.

**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.
<table>
<thead>
<tr>
<th>Foreign Course</th>
<th>Department</th>
<th>Credit Type</th>
<th>Home Course</th>
<th>Credit Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florence in the Literary Imagination (LIT 332 L)</td>
<td>English</td>
<td>Unknown</td>
<td>World Literature (ENGL 2120)</td>
<td>0</td>
<td>Approved</td>
</tr>
<tr>
<td>Dante's Quest for Love (ENG 281 L)</td>
<td>English</td>
<td>Unknown</td>
<td>ENGL 3999 Elective (3) (ENGL 3999 (3))</td>
<td>0</td>
<td>Approved</td>
</tr>
<tr>
<td>Crosscultural Communication in the Workplace (COM 271 F / BUS 270 F) (BUS 370 N)</td>
<td>Communication Studies</td>
<td>Unknown</td>
<td>Intro to Cross-Cultural Communication (COMM 1800)</td>
<td>3</td>
<td>Approved</td>
</tr>
<tr>
<td>Italian Grand Tour: Italy through the Eyes of Famous Travelers (LIT 350 F) (LIT 333 L)</td>
<td>English</td>
<td>Unknown</td>
<td>World Literature (ENGL 2120)</td>
<td>3</td>
<td>Approved</td>
</tr>
<tr>
<td>Topics in Nutrition (The Journey to Well-Being NTR 205 F) (HLTH 225 L)</td>
<td>Health Science</td>
<td>Unknown</td>
<td>HLTH 2999 Elective (3) (HLTH 2999)</td>
<td>3</td>
<td>Approved</td>
</tr>
<tr>
<td>Introduction to Psychology (PSY 159 F) (PSYC 101 L)</td>
<td>Psychology</td>
<td>Major</td>
<td>Intro to Psychology (PSYC 2010)</td>
<td>3</td>
<td>Approved</td>
</tr>
<tr>
<td>Topics in Nutrition (Sports Nutrition NTR 260 F) (HLTH 225 L)</td>
<td>Unknown</td>
<td>HLTH 2999 Elective (3) (HLTH 2999)</td>
<td>3</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 15
Approved Credits: 15

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.