LDM/Marist Course Work Approval Process

- Navigate to the Course Approval tab right below the picture in your application.

**Step 1: Selecting Pre-approved Courses**

- LdM\Marist has many pre-approved courses, and they are listed in the “Course Offerings” section right below the instructions.
- Search for pre-approved courses in the search box to the far right.

- 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.

- 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**

- You will need the Marist and LdM course names and codes.
- **Navigate to LdM’s course schedule:** [https://ldminstitute.com/schedules/](https://ldminstitute.com/schedules/)
  - Select the site (i.e., Florence)
  - the term (i.e., Spring 2023) (You may have to check prior terms.)
  - the department (i.e., Film and Media Arts)
- Find the LdM and the Marist course name and code.
- Click “Add a custom equivalent course” at the bottom of the “Course Offerings” box.

- Enter the Marist course name and LdM course name and code in brackets in the “Foreign Course” box.
- Once you have entered the foreign course name, click the magnifying glass to open additional information fields.
- Enter the Marist 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.”

- No need to attach a syllabus; our office will provide it for all LdM programs.

- Leave the home course blank! The approver determines the home course.

- Type the name of the department at Clemson that should be reviewing your request 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, i.e., 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.

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!** Your course will not be reviewed if you do not click this button.

- 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.

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

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