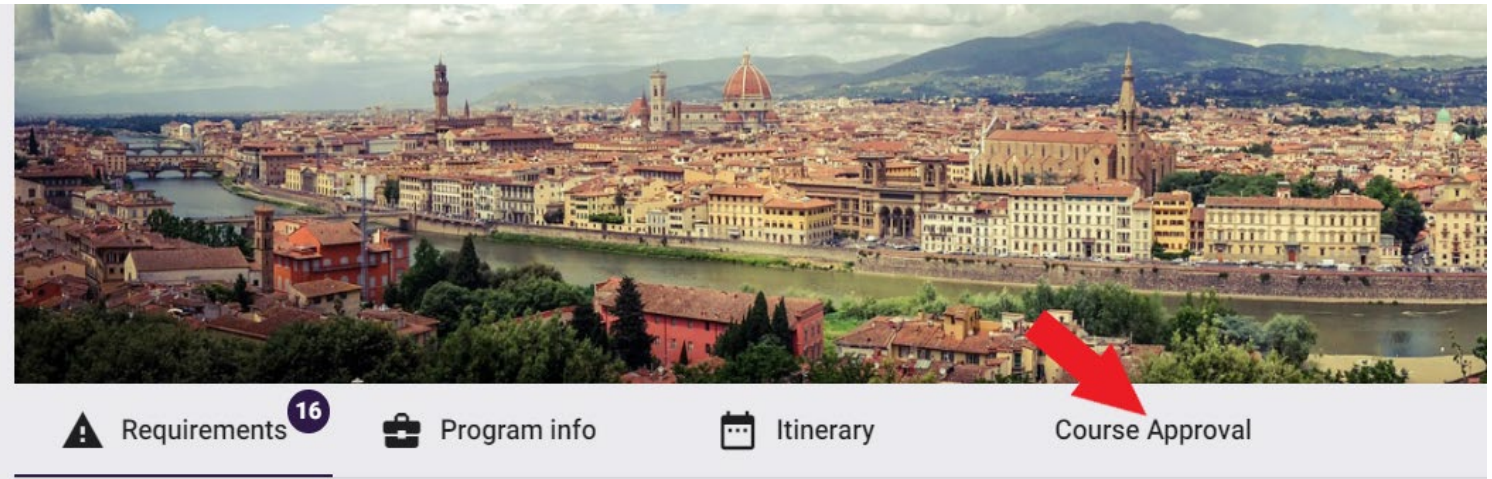


LDM/Marist Course Work Approval Process

- 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.

Course Offerings

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 your desired home equivalent course listed, click “Add a custom equivalent course.” below the list of courses.

Show entries Search:

Foreign Course	Equivalent Home Course	Credit Type	Preferred Approver
<input type="checkbox"/> Ancient Greek Religion (Magic, Divination, and Ghosts in the Ancient World ANC 288 F / REL 288 F)	Anthropology Elective 4999 (3)	Credit Type	Search for preferred appro... <input type="text"/>
<input type="checkbox"/> Ancient Rome (HIS 200 F/ANC 200 F)	Roman World	Credit Type	Search for preferred appro... <input type="text"/>
<input type="checkbox"/> Anthropology of Fashion & Desirability (FAS 185 F)	Anthropology Elective 3999 (3)	Credit Type	Search for preferred appro... <input type="text"/>

- **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.

<input checked="" type="checkbox"/>	Global Merchandising (Luxury Brand Management BUS 352 F / FAS 352 F)	MKT 3999 Elective (3)	Credit Type Leave Blank	Search for preferred appro... Leave Blank
<input type="checkbox"/>	Global Sports Marketing (COM 352 F)	Sports Marketing	Credit Type	Search for preferred appro... ...
<input type="checkbox"/>	Graphics (Brand Design GRA 382 F)	N/A		

Showing 41 to 50 of 138 entries

Previous 1 ... 4 5 6 ... 14 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

- You will need the Marist and LdM course names and codes.
- **Navigate to LdM’s course schedule:** <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.

Filmmaking II	TUE 9:00 AM-11:30 AM / 12:00 NOON-2:30 PM	Section: 201	OPEN
Prerequisites: FMA 275 or Filmmaking I, or equivalent			
LdM course title			
Notes: In collaboration with the Franco Zeffirelli Foundation			
LdM Course code: FMA 275 F	Site: Florence	Credits: 3	
Marist Code/Title:	Session: SPRING	Hours: 90	
MDIA 405 L Digital Filmmaking	School: Creative Arts	Premises:	
	Department: Film and Media Arts	Fond. Zeffirelli, Piazza S.Firenze 5	
		Room: Aula 35	MORE INFO +

➤

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

<input type="checkbox"/>	Graphics (Brand Design GRA 382 F)	N/A
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Showing 41 to 50 of 138 entries Previous 1 ...

Can't find the course you are looking for? [Add a custom equivalent course.](#)

-
- 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.

Custom Course Approval

Foreign Course	Code
Search for Foreign Course	MUSC 248 L
History of Motion Picture Music (Music and Film, FMA 276 F)	
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.”
- 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.

Foreign Course

Search for Foreign Course
Marist course name (LdM course name and LdM course code) Code * **Marist course code**

Description
Optional; state the specific CU course you hope to receive or the requirement you hope to fulfill; i.e., hoping this course will transfer as ENGL 2120

URL

Max file size allowed is 5MB

Our office will provide the syllabus Drop Syllabus here or

Course Approval

Search for Home Course Search for Department Credit Type

Leave blank **Add the department you wish to evaluate the course** **Leave blank**

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	<input type="button" value="Delete"/> <input type="button" value="Down Arrow"/>
Ethics (Pursuit of Happiness PHI 220F/PSY 220F) (PHIL 200 L)	Philosophy	Unknown	Introduction to Ethics (PHIL 1030)	3	Draft	<input type="button" value="Delete"/> <input type="button" value="Down Arrow"/>
Branding & Licensing (Fashion Marketing FAS 215 F) (FASH 341 N)	Marketing	Unknown	MKT 3999 Elective (3) (MKT 3999 (3))	3	Draft	<input type="button" value="Delete"/> <input type="button" value="Down Arrow"/>

Total Credits: 6
Approved Credits: 0

- **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.

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 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