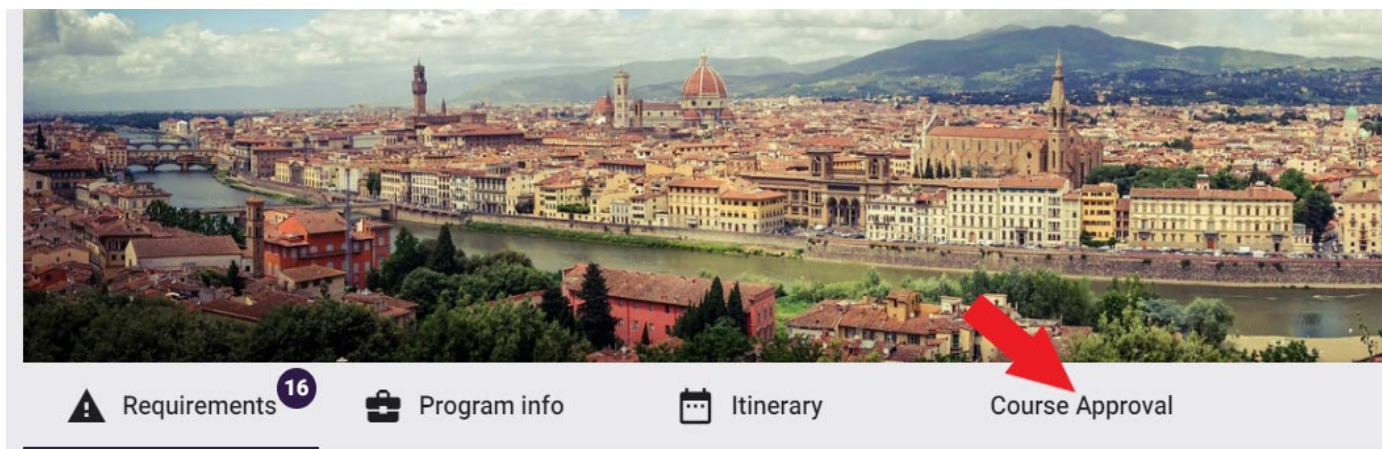# LDM Coursework Evaluation Process

This guide will walk you through the process of getting your LDM/Marist College coursework approved for credit at Clemson University.

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



**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 preapproved.**

## Step 1: Check for Pre-approved Courses

➢ LDM/Marist has many courses that already have approved Clemson equivalents. These are listed under "Course Offerings" right below the instructions.

➢ Use the search bar on the right to find specific 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.

➢ 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: Custom Course Request (Selecting courses that are not pre-approved)

➢ You will need course names and codes for both LdM and Marist.

➢ **Navigate to LdM's course schedule: https://ldminstitute.com/schedules/**

  o Select the site (i.e., Florence)

  o the term (i.e., Spring 2023) (You may have to check prior terms.)

  o 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.

☐ Introduction to Psychology (PSYC 101 L/Introduction to Psychology)  Intro to Psychology    Credit Type

Showing 41 to 50 of 95 entries                                                    Previous    1    …

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

➢ Enter the **LDM course name and add the Marist course prefix, number, and name in brackets** in the "Foreign Course" box.
➢ Click the magnifying glass to the right to open additional information fields.
➢ **Enter the LdM course prefix and number** in the "Code" box.

**Custom Course Approval**

**Foreign Course**

Search for Foreign Course
Music and Film (MUSC 240L History of Motion Picture Music)          🔍          Code *
                                                                                FMA 276F

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 courses.
➢ **Leave the home course blank!** The approver determines the home course.
➢ Enter the name of the department at Clemson that should review your request in the "Search for Department" box. *Do not leave this blank!*
    o Use the department offering your desired Clemson course (e.g., "English" for ENGL 2120).
    o If aiming for a specific requirement (e.g., non-literature), choose a relevant department likely to have an equivalent (e.g., "Anthropology").
    o For subject-specific electives (e.g., PSYC 2999), use the subject department ("Psychology")
    o For general electives (e.g., ELEC 0001), use "Elective."
➢ Click the purple "Add to Course Approval Requests" to add the course. Repeat for additional custom courses.

## Foreign Course

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

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

URL

*Max file size allowed is 5MB*

**Our office will provide the sllabus**   📄 Drop Syllabus here or  [ **Browse** ]

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Course Approval

Search for Home Course   🔍     Search for Department   🔍     Credit Type   ▾
**Leave blank!**          **Add the department you wish to evaluate the course**          **Leave blank!**
                                        ⌄

[ **Add to Course Approval Requests** ]

## Step 3: Add Courses to your List

➢ Once you click the "Add to Course Approval Request," 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. This is crucial - unsubmitted courses won't 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 Clemson department you specified will review your requests and determine the equivalent course.

➢ 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 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 |