USAC Coursework Evaluation Process

This guide is for USAC's Specialty Programs. If you participate in one of USAC's Partnership programs, your transcript will be issued by the host university. Please refer to the "General Coursework Evaluation Guide" to request courses for USAC Partnership programs.

➢ 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 USAC programs have a variety of pre-approved courses, and they are listed in the "Course Offerings" section right below the instructions.

- o Only courses that list a course under "Equivalent Home Course" are preapproved.
- o Courses indicating "N/A" under "Equivalent Home Course" are not preapproved. Only Spanish and French language courses should be selected from "Course Offerings" without a pre-approved home course. All other courses with N/A must be requested as Custom Course requests to enable you to add information.

➢ Search for pre-approved and/or Spanish or French language 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 10 entries   Search: [ ]

▲ Foreign Course	⇅ Equivalent Home Course	⇅ Credit Type	⇅ Preferred Approver
☐ Adv Field Study (Contemporary Spanish Art)	N/A		
☐ Advanced Historical Studies (History of Spain II: 20th Century)	Studies in Modern European History	*this course is approved and must be selected from "Course Offerings"*	Search for preferred approver
☐ Advanced Spanish Grammar and Composition I (Advanced Spanish I)	N/A *this course is not pre-approved but since it is a Spanish language course select it from "Course Offerings"*		
☐ Advanced Spanish Grammar and Composition I (Integrated Advanced Spanish I)	N/A		
☐ Advanced Spanish Grammar and Composition II (Advanced Spanish II)	N/A		
☐ Advanced Spanish Grammar and Composition II (Integrated Advanced Spanish II)	N/A		
☐ Advanced Translation	N/A		
☐ English Theatre up to the 17th Century	Theatre History I	Credit Type	Search for preferred approver

➢ **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.

➢ 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.

☑ Intercultural Communication (Intercultural Communication in Professional Contexts)	Intercultural Communication	Credit Type *Leave blank*	Search for preferred approver *Leave blank*
☐ Language & Gender (Gender, Lang & Power)	N/A		
☐ Masterworks of Spanish Peninsular Lit to 1700 (Survey of Spanish Lit I)	N/A		
☐ Masterworks of Spanish Peninsular Lit, 1700-Pres.(Survey of Spanish Lit II)	N/A		
☐ Modern Spanish Literature (20th Century & Contem Spanish Poetry)	N/A		

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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

➢ Most transcripts for USAC's Specialty programs are issued by the University of Reno, Nevada (UNR)

➢ You will need the UNR **and** USAC course name and the UNR course code.

➢ **Navigate to [USAC's website](#) to find UNR and USAC course names and codes.**

- ○ Scroll to your country and program name, i.e., Spain, "Alicante Advising Guide."
- ○ Find your term.
- ○ Find the course you want to request.

2024 Spring

Course offerings are subject to meeting minimum student enrollments and are subject to change.

View full course information   Sort by: USAC Course Title

UNR #	UNR Course	Credits	USAC Courses (name of course taught abroad)
ART 101	Drawing I	3	Drawing and Painting Italy I
ART 260	Survey of Art History I	3	Italian Art: Etruscan and Roman Art
ART 464	High Renaissance and Mannerist Art	3	Italian Art: Italy in the Renaissance
ENG 331	Literary Themes	3	Travel Writing
HIST 372	Ancient Civilizations II	3	Roman Civilization

➢ Click "Add a custom equivalent course" at the bottom of the "Course Offerings" box.

	First Year Spanish I		Elementary Spanish (SPAN 1010) (4)	Credit Type ▾	Search for preferred
	First Year Spanish II		Elementary Spanish (SPAN 1020) (4)	Credit Type ▾	Search for preferred

Showing 1 to 10 of 39 entries   Previous   1

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

➢ Enter the **UNR course name and USAC course name 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 UNR course code** in the "Code" box.

Custom Course Approval

Foreign Course

Search for Foreign Course
Literary Themes (Travel Writing) **UNR course name (USAC course name)**   🔍   Code *
                                                                                              ENG 331 **UNR course code**

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 USAC Specialty programs.
- **Leave the home course blank!** The approver determines the home course.
- <u>Type the name of the department at Clemson that should be reviewing your request</u> 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.
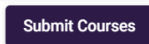

Step 3: Add courses to your list

- 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.

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!** Your course will not be reviewed if you don't 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 evaluation 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

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

Submit Courses   Subm... ...y Plan