

Course Pre-Approval Form

How to use this form:

- You must have your intended study abroad courses pre-approved by your major/minor academic advisor(s) in order to receive major or minor credit.
- If you enroll in courses not pre-approved on this form or you later change your list of intended courses, it is your responsibility to get course pre-approval from your academic advisor(s) either on an updated version of this form or via email communication that you retain.
- Failure to get documented course pre-approval may result in not receiving major/minor credit for classes you take abroad.

Instructions:

1. READ: Read your program's *Academics Tab* on the Overseas Studies website, and look at your program's course link. Read all the pages of this form before completing it.
2. LIST: Make a list of courses after reviewing your STARS report. Include a few more than you're planning to take so you have backup options in case you are not admitted to a course or it is not available. Be sure to include the course title, course prefix and course number, the no. of host institution units, and the no. of USC units
3. SCHEDULE: Schedule an appointment with your academic advisor well in advance of the application deadline. Your advisor(s) may need several weeks to review your selections.
4. MEET: Meet with your major/minor advisors to discuss your course choices. E-mail them course descriptions/ syllabi in advance. Be prepared to share them in your meeting, whether sharing screen in a virtual meeting or on your laptop in an in-person meeting.
5. SIGN: Sign each section of the form where a student signature is required or applicable. Secure signature(s) from academic advisor(s) as needed.
6. UPLOAD: Upload all pages of this document as a single PDF to your study abroad application.

Tips:

- Make sure the courses you're considering are available to study abroad students (sometimes called visiting, affiliate or associate students.) At some universities study abroad students have access to only a subset of the total courses available to home university students.
- Make sure you are looking at the correct semester. For example, *Semester 1* in Australia, New Zealand, and South Africa is USC's Spring semester while *Semester 2* is our Fall semester.
- Note that study abroad courses are often not worth 4 units. Pay attention to the unit amount of host institution courses and any unit conversion ratio.
- See the table on the program-specific page of this form to understand what level of host institution courses are considered by USC to be lower-division or upper-division.
- Keep your course syllabi, reading lists, and copies of tests, papers and other work assignments completed while abroad. This will be very useful if there are any questions about course articulation and granting of credit.

Academic Credit Policies for All Semester/Year Programs

1. Units earned on USC-approved study abroad programs are considered to be **USC units taken in residence**, not transfer units.
2. Study abroad courses on USC-approved programs can be used to fulfill **major/minor requirements** or **elective units** but **not General Education (GE) or Writing (WRIT) requirements**.
3. Students are **responsible** for understanding how their USC school, department, and/or program treats study abroad courses.
4. **No USC credit** will be given for **experiential learning** or for any **type of subject that is not offered at USC** (e.g. hospitality, recreation studies, interior design, veterinary science, agriculture).
5. **Credit for internships** is not guaranteed except for USC MDA 250 (at USC Paris and USC Madrid) and the Australian National Internship Program.
6. Students will not receive credit for **online or hybrid courses** offered by the host institution.
7. Students must take at least the **minimum number of units** listed in the table on the next page regardless of what the host institution lists as their minimum.
8. Students will not earn USC units beyond the **maximum number** listed in the table on the next page.
9. Courses taken at the host institution for a letter grade will articulate to your USC transcript on a **credit/no credit basis**. Host institution grades for such courses will not affect one's USC GPA. Credit will be granted for courses passed with a C- (or host institution equivalent) or better. Exceptions are the **USC Catalogue courses** offered on the **USC Paris and USC Madrid programs**, which are taken on a letter grade basis and affect one's USC GPA. Courses taken at the host institution on a **pass/no pass basis** will not be granted USC credit.
10. **Courses at the host institution must be taken for a letter grade** and passed for a student to earn USC credit. Host institution courses taken on a Pass/No Pass basis will not be awarded any USC credit even if passed.
11. **Dornsife majors** who want units from their study abroad courses to be counted toward the **minimum number of Dornsife units** to satisfy the [basic requirement for a degree from Dornsife](#) should ensure those course taken abroad are in [Dornsife subjects](#). **Non-Dornsife subjects** will transfer to other USC schools and will not count toward the Dornsife minimum unit requirement.
12. Students **should not be enrolled in a Maymester, Julymester or any other on-campus course or USC on-line course** while enrolled in an Overseas Studies semester/year program. Since Regular Session 12-18 unit flat rate tuition does not apply to semester abroad Special Sessions, students who do not follow this advice may be billed additional tuition even if they do not exceed 18 units for the semester.

Student Name: _____ USC ID Number: _____

Madrid, Spain: USC Madrid

<p>Eligibility Requirements:</p> <p>Minimum 3.0 USC GPA at the time of application.</p> <p>Language Requirement: <i>one of the following must apply at the time of application:</i></p> <p><input type="checkbox"/> Completion of Spanish 220 (Spanish III) with a grade of A or A- or a higher level of Spanish with any passing grade.</p> <p><input type="checkbox"/> Enrollment in Spanish 220 for a letter grade at the time of application.</p> <p><input type="checkbox"/> Score of 4 or 5 on the AP Spanish language or literature exam.</p> <p><i>Note: The USC foreign language placement test cannot be used to qualify for this program.</i></p>	<p>Required USC Units Per Semester:</p> <p>Minimum: 14</p> <p>Maximum: 18</p>
<p>Grading System:</p> <p>USC Courses: A-F letter grades on a USC Transcript. C- minimum passing grade</p> <p>La Universidad Carlos III (UC3M) Courses: Spanish grading system: 0-10. Courses articulate Credit/No Credit. 5 = minimum passing grade. Students receive a UC3M transcript.</p> <p><i>Note: Exceptions that USC is unaware of may change the definition of minimum passing grade based on the institution's policies.</i></p>	<p>Course Load:</p> <p>All USC courses are 4-units</p> <p>Most UC3M courses are 3 USC units (2 ECTS Units = 1 USC Unit)</p> <p>NOTE: 3rd & 4th year courses are upper division. The 2nd-year courses <i>International Organizations and Security, Peace and Conflict Resolution</i> are also upper-division</p>

Carlos III Credit: The ratio of Carlos III (UC3M) ECTS credits to USC units in 2:1. Most UC3M courses are 6 ECTS (3 USC units), but cinema studies course are generally 3 ECTS (1.5 USC units) each.

Course Descriptions: To explore course offerings, see [Universidad Carlos III Undergraduate Degrees](#) (Grados>Oferta de titulaciones). Click on the degree (*grado*) of interest and then "*programa*" to find the courses (*asignaturas*) for that degree. Then click on the course title for a course description. *Cuatrimestre 1* is fall, and *cuatrimestre 2* is spring. Go to *horarios* to find class schedules.

Students should not attempt Spanish-taught Carlos III courses without having taken at least one 300-level Spanish-taught course at USC.

I have read and understand the academic policies for this program.		
1 st Major Advisor's Signature (required):	Print Name:	Date:
2 nd Major Advisor's Signature (if applicable):	Print Name:	Date:
1 st Minor Advisor's Signature (if applicable):	Print Name:	Date:
2 nd Minor Advisor's Signature (if applicable):	Print Name:	Date:
➔ Student's Signature (required):	Print Name:	Date:

ADVISORS: Students must obtain a signature for each major. If major credit will not be granted, please write "no major credit" in the Course Title box. Minor advisor signatures are only needed if the student plans to take minor coursework abroad.

MAJOR 1: _____ **MAJOR 2:** _____ List courses you
hope to apply to your major/s.

Host Course Number*	Course Title	Host Units	USC Units	Advisor's Notes	Advisor's Initials

*Please use host university's course number.

We understand how the above coursework on the previous page will apply to the major.

1 st Major Advisor's Signature (required):	Print Name:	Date:
2 nd Major Advisor's Signature (if applicable):	Print Name:	Date:
→ Student's Signature (required):	Print Name:	Date:

List Minor Courses and Electives on the next page

MINOR 1: _____ **MINOR 2:** _____ List courses you hope to apply to your minor/s.

Host Course Number*	Course Title	Host Units	USC Units	Advisor's Notes	Advisor's Initials

*Please use host university's course number.

We understand how the above coursework will apply to the minor.

1 st Minor Advisor's Signature (if applicable):	Print Name:	Date:
2 nd Minor Advisor's Signature (if applicable):	Print Name:	Date:
→ Student's Signature (if applicable):	Print Name:	Date:

COURSES FOR ELECTIVE UNITS: Please list courses you hope to take as USC electives (courses that will not count for a major/minor.)

Host Course Number*	Course Title	Host Units	USC Units

*Please use host university's course number.