

## Dornsife Overseas Studies Advising Record

### **Steps to Pre-Approve Academic Credit:**

- 1. READ:** Read your program's *Academics Tab* on the Overseas Studies website, and look at your program's course link. Make sure the courses you're considering are available to study abroad students (sometimes called visiting, affiliate or associate.)
- 2. LIST:** Make a list of courses. Include more than you're planning to take so you have backup options.
  - Students will not receive credit for online or hybrid courses while abroad.
  - Dornsife majors: To satisfy the [basic requirement for a degree from Dornsife](#), courses taken abroad must be taken in [Dornsife subjects](#). Non-Dornsife subjects will transfer to other USC schools and won't count towards your Dornsife minimum unit requirement.
- 3. MEET:** Meet with your major/minor advisors to discuss your course choices, and bring course descriptions or syllabi. Your advisor(s) may need several weeks to review your selections.
  - Courses must be pre-approved to fulfill major/minor requirements. If you enroll in courses not pre-approved on this form, it is your responsibility to clear them with your academic advisor via email.
- 4. SIGN:** Once your advisor has determined course pre-approvals, sign each section of the form. Upload these signed forms to your [study abroad application](#).

### **Important Notes for Students**

- ✓ Students are responsible for understanding how their department, program, or school treats overseas coursework.
- ✓ Overseas coursework can be used to fulfill major/minor requirements or elective units (not GE's, writing or diversity).
- ✓ Credit will not be given for experiential learning or for any type of class that is not offered at USC (e.g., glassblowing, hospitality, etc.).
- ✓ Host institution course offerings may change without notice.
- ✓ Upon program completion, it may take 3-4 months for transcripts to arrive at USC and coursework to be articulated.
- ✓ Units earned on USC-approved study abroad programs are considered to be USC units taken in residence, not transfer units.
- ✓ Students are not allowed to enroll in a Directed Research (490) course, Maymester, Julymester or any on-campus program while enrolled in an Overseas Studies semester program.
- ✓ 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.

**HOW TO SIGN THIS FORM:** Open the PDF in Adobe Acrobat Reader >> go to Fill & Sign (in some versions it's under "Tools") >> Use "Add Text" or the "Ab" function to fill in your courses & units >> Use "Sign" or "Place Signature" to sign your name >> use text function for name & date.

Student Name: \_\_\_\_\_ USC ID Number: \_\_\_\_\_

### Madrid, Spain: USC Madrid

<p><b>Eligibility Requirements:</b> Minimum 3.0 USC GPA at the time of application. <b>Language Requirement:</b> <i>one of the following must apply at the time of application:</i>  <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.  <input type="checkbox"/> Enrollment in Spanish 220 for a letter grade at the time of application.  <input type="checkbox"/> Score of 4 or 5 on the AP Spanish language or literature exam.  <i>Note: The USC foreign language placement test cannot be used to qualify for this program.</i></p>	<p><b>Required USC Units Per Semester:</b> Minimum: 14 Maximum: 18</p>
<p><b>Grading System:</b> <i>USC Courses:</i> A-F letter grades on a USC Transcript. C- minimum passing grade  <b>La Universidad Carlos III (UC3M) Courses:</b> Spanish grading system: 0-10. Courses articulate Credit/No Credit. 5 = minimum passing grade. Students receive a UC3M transcript.  <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><b>Course Load:</b> All USC courses are 4-units  Most UC3M courses are 3 USC units (2 ECTS Units = 1 USC Unit)  <b>NOTE:</b> 3<sup>rd</sup> &amp; 4<sup>th</sup> year courses are upper division. The 2<sup>nd</sup>-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 <sup>st</sup> Major Advisor's Signature (required):	Print Name:	Date:
2 <sup>nd</sup> Major Advisor's Signature (if applicable):	Print Name:	Date:
1 <sup>st</sup> Minor Advisor's Signature (if applicable):	Print Name:	Date:
2 <sup>nd</sup> 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 <sup>st</sup> Major Advisor's Signature (required):	Print Name:	Date:
2 <sup>nd</sup> 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 <sup>st</sup> Minor Advisor's Signature (if applicable):	Print Name:	Date:
2 <sup>nd</sup> 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.