Prior Approval for Study Abroad and USM Core Requirements

Students who wish to satisfy USM Core requirements while studying abroad should follow these general guidelines. Students should begin their prior approval process early in the semester prior to their planned study abroad. (For general information on study abroad, see the International Programs-Study Abroad web resources.)

[PLEASE NOTE: Prior approval of study abroad courses for major and/or minor requirements should be directed to the department or program chair of the student’s major and/or minor. The steps outlined here ONLY apply to USM Core requirements.]

1. Identification of Core Requirements outstanding: The student meets with her academic advisor and identifies any Core requirements not yet satisfied. The student and the advisor identify which of those requirements the student wishes to satisfy while studying abroad.

2. Review of Core Learning Outcomes: The student reviews the USM Core learning outcomes for the requirements she wishes to satisfy while studying abroad. All USM Core learning outcomes for all requirements are available here.

3. Identification of appropriate courses: The student consults the course catalog of the study abroad institution and identifies available courses that align with the outcomes associated with the requirement they wish to satisfy. [NOTE: Not all courses offered by a university are eligible for exchange students. Keep this in mind when reviewing courses.]

4. Syllabus Review: The student submits course syllabi for review to Susan McWilliams at susan.mcwilliams@maine.edu. All submissions should include the student’s advisor, the student’s ID number and should clearly state which Core requirement the student is seeking review for.

5. Prior Approval: Susan McWilliams reviews submitted syllabi to determine appropriateness and e-mails the student, the advisor and Emily Zider in International Programs with formal notification of prior approval for the USM Core.

6. Record keeping: The student should maintain her own copy of e-mail notification of prior approval. This e-mail notification should be recorded by the advisor in advising notes. International Programs will also keep a record of the prior approval. Once the study abroad credits have been transferred to USM, International Programs ensures that the pre-approved courses receive appropriate USM Core credit on the transcript and in the degree progress report.

Please consult the appropriate department or program chair for information on prior approval for study abroad and major or minor requirements. These guidelines apply only to USM Core requirements and study abroad.