Course Approval Instructions for students in ACES

(Including Special Notes for 299 Advisors and Academic Advisors)

IMPORTANT – Students: Make sure that you have the instruction sheet that corresponds to your college’s requirements. Also, note that you must follow the instructions that correspond to the college to which you belong DURING your study abroad term(s).

IMPORTANT – Study Abroad Students shall be considered full-time at the University of Illinois at Urbana-Champaign when they are registered for at least the minimum full-time academic load as defined by the international institution.

A. Fill out the information that is requested on the top portion of the form. It is your responsibility, as the student, to neatly and accurately print this information. It is not the responsibility of ACES Office of Education Abroad or your academic advisor.

B. Instructions for each column:

Column #1 (Completed by the student) – List the courses you plan to take at the institution abroad. You may find information on course offerings for your particular term(s) abroad on the host institution’s website, the SAO website, a course catalogue or a combination of these resources. It is important that you list the course titles in the exact wording used by the host institution and it is important to list the subject and number of the course abroad.

Column #2 (Completed by the student) – Check the Course Approval Database https://my.aces.illinois.edu to see if your courses have received previous approval.

A. If the course has already been approved, mark “Y” in Column #2. In this case, SKIP columns 5-8 for the 299 advisor.

B. If the course is not in the Database, or you wish to seek approval in a subject area or level other than what is already approved, mark “N” in Column #2.

Column #3 (Completed by the student) – Up to two courses per semester (or one course per summer term) can be taken for credit only. A minimum converted grade of C-minus is needed to pass a course using CR/NC. If the student is taking course towards specific major, gen ed, or minor requirements the courses must be taken for a grade.

Please note that although classes will show up on the UIUC transcript as CR/NC, all courses have to be taken at the foreign institution for a grade. The translation to CR/NC will occur when the grades from the foreign institution are received at UIUC.

Students will have until October 1 following their spring and summer terms abroad and March 1 following their fall term abroad to make the final CR/NC declaration.

Column #4 –

A. (Completed by the student) for those courses found in the Course Approval Database.

B. (Completed by 299 Advisor) for those courses not found in the Course Approval Database, or for those courses for which the student wishes to seek approval in a new subject area or level. The 299 Advisor in the corresponding subject area will fill out Column #4 based on information provided by the student. NOTE: In most instances, the 299 Advisor is NOT THE SAME PERSON as your ACADEMIC ADVISOR. Please reference the list of 299 Advisors found at studyabroad.illinois.edu under Resources/Transcripts and Credit.

Special NOTE to 299 Advisors – If you approve this course, please enter the UIUC Subject and Number/or Level. If this course has a direct UIUC equivalency, enter UIUC Subject and Number (e.g., SPAN 210). If this
course is acceptable as college-level transfer work in your department, enter UIUC Subject and Level (e.g., SPAN 2 - -).

**Column #5 (Completed by 299 Advisor)** – If you approve the course, please enter “Y” in the box.

**Column #6 (Completed by 299 Advisor)** – If you do not approve the course, please enter “N” in the box. OAR will process credit recommendations for non-approved courses taken abroad by identifying these courses as non-transferable course work. The non-transferable course work will not show on the student’s UIUC transcript.

**Column #7 (Completed by 299 Advisor)** –
Please print and sign your name. For a more detailed explanation use the “Comments” area either on the front or back of the form.

**Column #8 (Completed by 299 Advisor)** – If you approve this course to be added to the Course Approval Database, please enter “Y” in the box. Enter “N” if you do not recommend the course to be added to the database. NOTE: You can approve courses for individual students but opt not to add the course to the database if you would prefer to review the course on a case-by-case basis.

**Column #9 (Completed by Dean Lee)** – Please indicate what this course will be considered for upon the student’s return by using the following guide:

- **Required course in the student’s major or concentration**
- **Elective ACES hours**
- **Humanities and the Arts (GenEd)**
- **Social and Behavioral Sciences (GenEd)**
- **Cultural Studies - Western (GenEd)**
- **Cultural Studies - Non-western (GenEd)**
- **Open elective credit hours counting towards graduation**

Note that deans in ACES Academic Programs make the final determination of how courses completed abroad can be used to meet graduation requirements.

A. **Comment section:** This space may be used by the 299 advisor, academic advisor or assistant dean, not by the student.

B. **Academic Advisor’s signature:** Must have both the printed name and the signature of your Academic Advisor.

C. **Student signature:** This form will not be considered complete without your (the student’s) signature.

D. **College approval:** For students in the College of ACES this signature must be that of the Dean Lee in 128 Mumford Hall. NOTE: Dean Lee will need to see all a course description or syllabus to award specific Gen Ed credit.

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**FINAL INSTRUCTIONS:**

1. **You must turn in the Study Abroad Course Approval Form following paperwork to the office ACES Education Abroad in 123 Mumford Hall:**
   a. The original Study Abroad Course Approval Summary Form

2. **ACES Education Abroad will turn in your Study Abroad Course Approval Summary Form, to Dean Lee.** Electronic copies will be uploaded to your student record and your study abroad application. Please submit hard copies of syllabi for any course you wish to be evaluated as a gen ed.

**VERY IMPORTANT – You must get approval for ALL the courses you took abroad.** If the courses you got pre-approved and the courses you took do not match, you must get approval for all additional courses upon return.

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