

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 – Please keep in mind that Study Abroad students shall be considered full-time for academic purposes at the University when they are enrolled for at least the minimum full-time academic load as defined by the international institution. However, federal regulations require that students must take and transfer back 12 or more University of Illinois at Urbana-Champaign hours to be considered full-time for financial aid purposes.

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 SAO (Study Abroad Office) 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 SAO's **Course Approval Database** to see if your courses have received previous approval: <http://studyabroad.uiuc.edu/userfiles/pages/coursedb.aspx>.

- A. If the course has already been approved, print it out, mark "Y" in Column #2, and attach the printout to the Course Approval Summary Form. 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 academic advisor after the other columns have been completed) – **Students and their academic advisor need to discuss the credit-no credit grading option for individual courses the student plans to take abroad. The academic advisor documents the decision ("Grade" or "CR/NC") in Column 3.** It is recommended that students take all courses for credit and grade. Up to two courses per semester (or one course per summer term) can be taken for credit only. Refer to the Code of Policies and Regulations for further details. By default, courses completed abroad without prior approval for CR/NC will be recorded with the grade earned.

Column #4 –

- A. ***(Completed by the student)*** for those courses found in the Course Approval Database. Please attach the database printout and write "see attached" in Column #4.
- 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. SAO 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:

- | | |
|---|---|
| R equired course in the student’s major or concentration | Cultural Studies - W estern (GenEd) or |
| E lective ACES hours | Cultural Studies - N on-western (GenEd) |
| H umanities and the Arts (GenEd) | O pen elective credit hours counting towards |
| S ocial and Behavioral Sciences (GenEd) | 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.

FINAL INSTRUCTIONS:

1. **After signing your Study Abroad Course Approval Summary Form, Dean Lee** will keep a copy of your Study Abroad Course Approval Summary Form.
2. **You must turn in the following paperwork to the office sponsoring your program – either the main SAO Office, 112 International Studies Building, or ACES Education Abroad in 123 Mumford Hall:**
 - a. The original Study Abroad Course Approval Summary Form
 - b. Database printouts

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.