

Course Approval Instructions for students in AHS

Students: Make sure that you have the instruction sheet that corresponds to your college of enrollment. Note that you must follow the instructions that correspond to the college to which you belong DURING your study abroad term(s).

Students studying abroad 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. STUDENT SECTION

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 the Study Abroad Office or your academic advisor.) Complete columns 1 and 2 before meeting with your advisor.

Column #1 – Subject/Number and Title of Course Abroad

List the titles of the courses offered at the institution abroad. You may find information on course offerings for your particular term(s) abroad on the host institution's website, the Study Abroad Office website, a course catalogue or a combination of these resources). (NOTE: it is important that you list the courses in the exact wording used by the host institution and it is important to list the subject and number of the course abroad [if available] e.g. AUST 2022 Australian Studies).

Column #2 – Course in Database? Y/N

Check the Study Abroad Office'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.

B. If the course is not in the Database, or you wish to seek approval in a subject area other than what is already approved, mark "N" in Column #2 and seek approval from the 299 Advisor in the corresponding subject area. (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.

Academic Advisor Signature

Set up an appointment to meet with your academic advisor. Please bring with you all information you may have regarding the courses you are seeking approval for (Course Approval Summary Form course description, syllabus, etc.). Your advisor will then complete and sign the form.

Student Signature

Please be sure to sign the completed form at this time.

College Approval

Bring the completed form to the AHS College Office at 110 Huff Hall for the college approval signature. The Dean's Office will retain a copy of the Course Summary Form and forward the completed form to the Study Abroad Office, Room 124, in the International Studies Building.

B. 299 ADVISOR SECTION:

Column #3 – Grade or CR/NC

AHS students must take study abroad coursework for a letter grade. Note: In rare instances a course may only be offered as CR/NC.

Column #4 – UIUC Subject and Number / or Level

- A. For those courses found in the *Course Approval Database*, write in the course information as indicated on the SAO database printout.
- B. For those courses not found in the *Course Approval Database*, or for courses for which the student wishes to seek approval in a new subject area. The 299 Advisor in the corresponding subject area will fill out Column #4 based on information provided by the student. **NOTE:** *If you are the 299 Advisors for the subject area in question, enter the UIUC Subject and Number or Level. If this course has a direct UIUC equivalency, enter the 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 - Approval

(completed by 299 Advisor) If you approve the course, please enter “Y” in the box.

Column #6 - Disapproval

If you do not approve the course, please enter “N” in the box. The Study Abroad Office will process credit recommendation for non-approved courses taken abroad by identifying these courses as non-transferable course work. The nontransferable course work will not show on the student’s UIUC transcript.

Column #7 – Approver’s Signature and Printed Name

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 – Add to Database? Y/N?

If you approve this course to be added to the 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.)

Comments

To be used by the 299 or Academic Advisor.

C. ACADEMIC ADVISOR SECTION:

Column #9 – Use of Credit

Please indicate what this course will be considered for upon the student’s return by using the following guide:

- E Elective credit
- GE General Education
- MJ Major
- MI Minor
- CR Correlate
- CN Concentration

Comments

To be used by the 299 or Academic Advisor.

Academic Advisor Signature

Please print and sign your name at the bottom of the form before giving to student.

Student signature

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

Return the completed form to the student for final processing or send directly to AHS ARO.
