

## Course Approval Instructions for Students Enrolled in BUSiness

This instruction sheet is for students who are enrolled in the College of Business during the semester they are studying abroad. College of Business students will need to turn in their Course Approval Summary Form (filled out in pen) to the College of Business International Programs office in 320 Wohlers Hall, even for study abroad programs NOT specifically sponsored by the College of Business. Course Approval Summary Forms need to be turned in and approved before leaving for a study abroad. **The approval process can take as long as one month, so hand in your Course Approval Summary Form as soon as possible.**

*The course approval process is done so that students will know, before leaving, exactly how their courses will transfer from their study abroad experience.*

1. Fill out the information, legibly, that is requested on the top portion of the form.
2. Fill out columns 1-3 by following the instructions below.
3. When necessary, attach the course descriptions and/or the database printouts.
4. Turn in completed, signed form and attachments to the Business International Programs Office (320 Wohlers Hall).
5. Course approval decisions will be emailed to your illinois.edu account. Save all emails regarding course approvals in case there are discrepancies.
6. Once abroad, you may make changes to your courses and/or grade options by emailing Teresa D'Urso (tdurso@illinois.edu). Decisions about course approvals will be sent to illinois.edu accounts.

**Column #1 (completed by the student)** – List your preferred 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 program information sheets, and/or course catalogs. It is important that you list the exact course name and number used by the foreign university (i.e. MKT 300 – International Marketing). If you do not have access to the official list of courses being offered, use the program Information Sheet. It is a good idea to include several more courses on the form than you plan to take in order to give yourself flexibility in case courses are cancelled or full.

### **Courses that Cannot be Transferred from Abroad**

Advanced Composition

Finance 300

BADM 449

Accountancy courses (only exception is Nanyang University in Singapore)

For majors or minors in curriculums outside of the College of Business, students are subject to the policies and procedures of the department in charge of the major/minor. Students must also complete the course approval process of the other major or minor department; once approved, submit *the* Course Approval Summary Form to the College of Business last.

**Column #2 for College of Business-sponsored programs (completed by the student)** – check the info sheet at <http://studyabroad.business.uiuc.edu/programs/> for the program to see if your selected courses have received previous approval.

- If the course has an equivalency that applies to your major listed in bold next to the course title, mark "Y" in Column #2.
- If the course is not listed on the info sheet, or you wish to seek approval in a subject area other than what is already approved, mark "N" in Column #2, and attach the most complete description of the course that you can find from the website or from the program binders located in the Business International Programs Office.

**Column #2 for programs NOT sponsored by the College of Business (completed by the student)** – check the Study Abroad Office's Course Approval Database in 124 International Studies Building to see if your courses have received previous approval.

- If the course is listed in the database, mark "Y" in Column #2, and attach the printout to the Course Approval Summary Form.
- If the course is not in the Database, or you wish to seek approval in a subject area other than what is already listed, mark "N" in Column #2, and attach the most complete description of the course that you can find.

**Column #3 (completed by the student)** –For courses taken for a "Grade" on study abroad, the grade will be listed on the UIUC transcript and averaged in with the GPA as if it were a course taken at UIUC. For courses taken Credit/No Credit (CR/NC), the course name will be listed on the transcript along with whether the course was passed or failed. The GPA will not be affected by a course taken CR/NC. Whether a course is taken either for a Grade or for Credit/No Credit, the student will receive hours towards graduation for the course as long as the course is passed (receiving the equivalent of C- or higher).

College of Business students must take all required business courses (both core and major) for a grade. For other limitations on Credit/No Credit (CR/NC) versus grade, be sure to check <http://studyabroad.business.uiuc.edu/preparing/majors.html/>

While grade and credit scales are adjusted to reflect cultural differences, students who are concerned about grade point averages are encouraged to take free electives and gen ed courses for CR/NC when possible.

You can change whether you are taking a course for CR/NC or a grade when you return from your study abroad semester.

A minimum converted grade of C-minus is needed to pass a course using CR/NC. UIUC students have a limit of 18 hours of Credit/No Credit class that they can take during their studies.

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.

*Columns #4, #5, #6, #7, #8, and #9 are completed by College of Business International Programs office. (Exception: When the course is meeting a requirement for a major or minor outside the College of Business, columns #4-9 need to be filled out by that department.)*

### **Additional Policies**

Courses, including language courses taken towards a certificate, that are not included on the foreign university's official transcript, will not transfer to UIUC.

Students will only receive credit for study abroad courses with the word "internship" in the title if the course appears on the transcript and is supervised by a faculty member.

Sign the bottom of the form before turning it in.

*Questions?*

*Contact Study Abroad (217) 244-7245, [studyabroad@business.illinois.edu](mailto:studyabroad@business.illinois.edu)  
Bring the completed Course Approval Form to 320 Wohlers.*

# COURSE REQUIREMENTS AND LIMITATIONS FOR BUSINESS STUDENTS BY MAJOR

## Number of Hours Required

Students are required to take at least the minimum number of hours required by the host university to be considered full-time students academically at UIUC. For financial aid purposes, students must be considered full-time by taking the equivalent of 12 UIUC hours during the semester or 6 UIUC hours during the summer.

## Gen Ed Courses

Gen ed courses can be taken abroad for a grade or credit/no credit.

Students cannot take Advanced Composition abroad unless it has been approved by LAS.

## Core Courses

Students from all majors can take core courses abroad.

- Accountancy 201 and 202 cannot be taken abroad.
- Students can only take one BADM core course abroad.
- BADM 449 cannot be taken abroad.

*There is currently no limit to the number of core courses (other than BADM), Gen Ed courses or elective courses (NOT including major elective courses) taken abroad.*

## Accountancy Majors

Accountancy students cannot take any accountancy classes (including Accy 201 and 202) for their major abroad except at Nanyang University.

## Finance Majors

Finance students can take 2 major courses abroad including major elective courses.

FIN 300 (Financial Markets) cannot be taken abroad.

## Business Administration (NOT including International Business)

Most BADM majors can take 4 BADM courses abroad (including one of the following: BADM 300, 310 or 320.) Basically you can take 2 courses for your major plus 1 major elective plus one BADM core business course not 4 major/major elective courses. See your specific major for other restrictions.

## International Business Students

International Business students can take a maximum of 4 (NOT 5) BADM courses abroad from the following list: 2 major courses, 2 major electives and 1 BADM core course.

## Supply Chain Management

BADM 335 (Supply Chain Management Basics) cannot be taken abroad

## Dual Degrees

Students who are pursuing a dual degree can transfer back to the College of Business courses towards each major. The course limitations for each degree will apply

## Students Studying Abroad for Multiple Semesters

For students studying abroad for multiple semesters, Business International Programs will work with your department on how many classes you can take toward your major during study abroad. You can only study abroad for one semester through the College of Business programs. If you want to study abroad longer, you will need to also do a program from another office.

## Business Minor

Students are **not** able to take classes abroad towards a Business Minor.

## Repeating a Course During Study Abroad

If you take a course abroad for a grade that you have already taken at U of I, you will not receive hours towards graduation for the course, but your grade will be the average of the 2 grades. Make sure that without those hours, you still have enough hours to meet the minimum required for full-time status at the foreign institution.

If you take a course abroad for credit/no credit that you've already taken at U of I, you will not receive hours towards graduation for the course. Make sure that you still have enough hours to meet the minimum required for full-time status at the foreign institution.