

Course Approval Instructions for students in DGS

(Including Special Notes for Campus 299 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)*. *All DGS students should use the DGS instruction sheet. If you plan to declare a major immediately prior to your study abroad experience or plan to declare a major while studying abroad, the other colleges instructions will be considered in the final review by the DGS study abroad advisor.*

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.

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- 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 the Study Abroad Office or the DGS Study Abroad Advisor.)
 - B. The DGS Study Abroad Advisor is Kris Blazek, 333.4710, kblazek@illinois.edu
 - C. Instructions for columns (**NOTE:** follow instructions in order):

Column #1 (completed by the student) – 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] i.e. AUST 2022 Australian Studies).

Column #2 (completed by the student) – 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.

Column #3 (completed by the DGS study abroad advisor after the other columns have been completed) – Students and the DGS Study Abroad Advisor need to discuss the credit/no credit grading option for individual courses the student plans to take abroad. The DGS Study Abroad Advisor documents the decision (“grade” or “cr/ncr”) in **Column 3**. It is recommended that students take all courses for grades and credit. Up to two courses per semester (one course per summer term) can be taken for credit only. Refer to the code of polices and regulations for further details. By default, courses completed abroad without prior approval for cr/ncr will be recorded for the earned grade.

- If a student wants to change graded or cr/ncr options prior to departure they **must** meet with the DGS Study Abroad Advisor.
- If a student wants to change graded or cr/ncr options after departure they must submit a written request to the DGS Director or Associate Director.

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. Skip Column #s 5,6,7 and 8 and go to Column #9.
- 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. 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 the DGS STUDY ABROAD 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. The Study Abroad Office will process credit recommendation 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 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 (will be blank for DGS students)

Other instructions:

- A. Comment section: use of this section is to be determined by the 299 or DGS Study Abroad Advisor (*also see instructions for Column #7*).
- B. DGS Study Abroad Advisor’s signature: must have both the printed name and the signature of the DGS Study Abroad Advisor.
- C. Student signature: this form will not be considered complete without your (the student’s) signature.
- D. College approval (for students in DGS): this signature must be that of the DGS Director or Associate Director. (NOTE: the DGS Study Abroad Advisor, and Directors will need to see all attached printouts from the Course Approval Database, course descriptions, and supporting course materials in order to make copies for your file in the DGS Office.)

FINAL INSTRUCTIONS:

1. After signing your Study Abroad Course Approval Summary Form, the DGS Study Abroad Advisor *will keep the original course descriptions and supporting course materials and will make copies of the following documents which will be added to your DGS folder*:
 - a. Copy of the Study Abroad Course Approval Summary Form
 - b. Copies of Database printouts
 - c. Copy of any other pertinent information
2. You must turn in the following paperwork to the Study Abroad Main Office, room 124, in the International Studies Building:
 - a. The original Study Abroad Course Approval Summary Form
 - b. Database printouts

VERY IMPORTANT – You must obtain approvals for *ALL* courses taken abroad. If the courses that were pre-approved do not match the courses actually taken abroad, you must obtain approval for all additional courses upon your return.