Declaring Credit for Study Abroad

The University of Illinois stresses pre-departure planning so that students and their academic advisors become familiar with the program in which students intend to participate and accurately understand the articulation of the courses students intend to take abroad. **When registering at the host institution abroad, students must take all courses for a grade**. According to their college's rules, students specify on the Study Abroad Course Approval Summary Form (SA CASF) in column #3 that the letter grade (A, B, C etc.) will appear on their UIUC record for the coursework abroad (Traditional grading option) or CR/NC (Credit/No Credit grading option). A minimum converted grade of C- (C minus) is needed to receive credit using the CR/NC option. Courses elected for CR/NC are also subject to a campus limit of 18 hours. Courses taken for a grade will count in the student's UIUC cumulative grade point average. Courses taken for CR/NC will not, but are included as part of the total credit hours.

All colleges: Students select grading options in column # 3 on the Study Abroad Course Approval Summary Form (SA CASF) and submit the Form before they depart for their program abroad. If the document is not submitted prior to departure or the column # 3 has no entries, the default is that students receive letter grades for their study abroad work. Most colleges allow students to choose a grading option on a course-by-course basis, although rules on using the Credit/No Credit option for study abroad course work are different college by college. Read your college's instructions and review information below to ensure you are familiar with your college's rules and limitations regarding the Credit/No Credit option. Always discuss this option with your academic advisor. **College of Engineering students, please refer to your College instructions (Column #3) regarding grading options for study abroad.**

To change a grading option after the form (SA CASF) has been submitted, students should e-mail their college representative (see the list below) and copy their academic advisor and Tatiana Nikolaeva (tnikolae@illinois.edu).

ACES = Meredith Blumthal (mblumtha@illinois.edu)
AHS = Ryan Gower (gower@illinois.edu)
BUS = Teresa D'Urso (tdurso@illinois.edu)
DGS = Dan Turner (djturner@illinois.edu)
EDU = Kathy Ryan (kmryan@illinois.edu)
ENG = Teresa Finis (tjfinis@illinois.edu)
FAA = Zelda Gardner (zgardner@illinois.edu)
LAS = Bob Steltman (steltman@illinois.edu)
MEDIA = Julian Parrott (jparrott@illinois.edu)
SOCW = Brenda Lindsey (blindsey@illinois.edu)

The declarations may or may not be changed post-departure, as follows:

A. **ACES, BUS, DGS, EDU, MEDIA, LAS, SOCW**. Students may change their credit declaration up until the midpoint of the academic term abroad. The midpoint of the academic term abroad is defined as the middle point between the first day of classes and the last day of classes. Orientation and final exams are not included when calculating the midpoint.

   In the e-mail to change their grading option, a student must indicate:

   - **his/her name**
   - **the name of the study abroad program**
   - **the first day and the last day of classes abroad**
   - **the titles of the courses and how they want these courses to be reflected on UIUC transcript – with a letter grade or CR/NC (Credit/No Credit).**

   The Study Abroad Office will confirm to the college representative the start and the end of the term abroad. Students are responsible for ensuring that the Study Abroad Office receives proper notice of any accepted changes. If the student missed the midpoint of the academic term abroad to request the change, he/she may petition to the college representative after return. ACES policy reflects the on-campus policy that no more than two courses per semester may be taken for credit only, although exceptions can be made in special circumstances.

B. **AHS, FAA**. Students may not change their credit declarations post-departure for their program. The student's decision is final. Students, however, do have the right to petition their college for a change, but should exercise that right only under highly unusual and extreme circumstances. It is our experience that the colleges strongly discourage petitions, so the students must have truly extraordinary circumstances for requesting a change. It is also our understanding that after-the-fact petitions may be denied.

Note 1: Students must follow the procedures/policies of the college for which they were registered during the term they were abroad.
Note 2: Courses taken for credit only cannot be used to fulfill any requirements in major, minor, or general education.
Note 3: Students who change their credit option after departure should be prepared to prove the start date and the end date of their classes abroad by presenting a calendar, syllabus, or other document.