Course Approval Instructions for students in the College of Education
(Including Special Notes for 299 Advisors)

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).**

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. Complete the information that is requested on the top portion of the form. **The Course Approval Summary Form will not be processed unless this information is completed.**
   B. Instructions for completing columns. Please 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 catalog or a combination of these resources).* **(NOTE: It is important that you list the courses in the exact wording used by the host institution, including the subject and number of the course abroad [if available] e.g., 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 student) – For each course listed, indicate whether you will complete it for a traditional letter grade or for credit only. Courses completed for credit only cannot satisfy degree requirements in the College of Education.

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 Columns #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 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. The Study Abroad Office will process credit recommendation for non-approved courses taken abroad by identifying these courses as non-transferable coursework. The non-transferable coursework 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 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 Academic Advisor) **–** Please indicate what this course will be considered for upon the student's return by using the following guide:

AC   *Area of Concentration*

GE   *General Education – US, NW, LA, HP, W, PS, LS, QR, SS*

MJ   *Major*

EL   *Elective credit*

A. **Comment section:** Use of this section is to be determined by the 299 Advisor or the Admissions/Records Officer (*also see instructions for Column #7).*
B. **Academic Advisor's signature/Date**
C. **Student signature:** This form will not be considered complete without your signature.
D. **College approval:** Kathy Ryan, 120 Education Building. **(NOTE: You will need to attach printouts from the Course Approval Database and course descriptions if provided in order to make copies for your file housed in the Student Academic Affairs Office, 110 Education Building.)**

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FINAL INSTRUCTIONS:

1. After signing your Study Abroad Course Approval Summary Form, the Admissions/Records Officer will make copies of the following documents which will be added to your Education file:
   a. Copy of the Study Abroad Course Approval Summary Form
   b. Copies of Database printouts
   c. Additional Course information if provided

2. You must turn in the following paperwork to the Study Abroad Main Office, Room 124, International Studies Building:
   a. The original Study Abroad Course Approval Summary Form
   b. Database printouts

NOTE – 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.