

**Advisor Information for Completing/Approving Course Approval Summary Forms  
Engineering Students: To Give to Advisor**

**IMPORTANT – Students:** Make sure that you have the instruction sheet that corresponds to **your** college’s requirements. Please provide the advisor with this instruction sheet for their information.

Students studying abroad shall be considered full-time at the University of Illinois at Urbana-Champaign when they are registered for at least the minimum full-time academic load as defined by the international institution – but equivalent to 12 UIUC hours

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**Instructions for columns:**

**Column #1 (completed by the student)**

**Column #2 (completed by the student)**

**Column #3** – Students enrolled in the College of Engineering must take all of their courses for CR only. No grades will be transferred. The only exception to this is if the course is being used for a requirement (i.e., second major or minor) outside of engineering. These courses may be taken for grade (will count in students GPA) and must be approved by that department.

**Column #4 (completed by Approved Dept. Study Abroad Advisor or IPENG Office)**

A. For those courses not found on IPENG’s Website or not found in the SAO Database, or for those courses for which the student wishes to seek approval in a new subject area. If you approve this course, please enter the UIUC Subject and Number/or Level as follows:

- If this course has a direct UIUC equivalency, enter UIUC Subject and Number (SPAN 210).
- If this course is acceptable as college-level transfer work in your department, enter UIUC Subject and Level (SPAN 2--).

This information will be placed in the Engineering Course Database.

**Column #5 (completed by Approved Study Abroad Advisor or IPENG Office)** – If approve, please enter “X” in the box.

**Column #6 (completed by Approved Dept. Study Abroad Advisor or IPENG Office)** – If you do not approve, please enter “X” in the box. The Study Abroad and/or IPENG Office will process credit recommendation for non-approved identifying these courses as non-transferable course work. The non-transferable course work will not show on the student’s UIUC transcript but will count in overall hours attempted.

**Column #7 (completed by Approved Dept. Study Abroad Advisor or IPENG Office)** – Please print and sign your name for all courses approved for your curriculum. Signatures also required for pre-approved courses listed in databases. For a more detailed explanation use the “Comments” area either on the front or back of the form. Each course line must be signed! Look at course history website (my.engr.illinois.edu) for complete list of approved study abroad courses taken by engineering students.

**Column #8 (completed by IPENG Office)**

**Column #9 (completed by Approved Dept. Study Abroad Advisor or IPENG Office and Student)** – Please indicate what this course will be considered for upon the student’s return by using the following guide:

R) Required	RS) Required Sec	T) Technical Elect.	M) Minor	NT) Non-Transferable
F) Free Elect.	SS) Social Science	H) Humanities	W) Western	NW) Non-Western
		LE) Liberal Education		

**NOTES:**

- Any non-COE minor courses taken abroad must be approved by department offering Minor!
- No Advanced Comp may be completed abroad!

**Bottom of Form:**

- A. Comment section: use of this section is to be determined by the Approved Dept. Study Abroad Advisor (*also see instructions for Column #7*).
  - B. Approved Advisor’s signature: must have both the printed name and the signature of the advisor, this is in addition to each individual course approval signature in column 7.
  - C. Student signature: this form will not be considered complete without your (the student’s) signature.
  - D. College approval: this signature must be from the IPENG Office designee in Room 210 Engineering Hall.
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**FINAL INSTRUCTIONS:**

1. After signing the Course Approval Summary Form, please give to student to return to the IPENG Office, 210 Engineering Hall. Note: No forms will be accepted if not signed by the Approved Dept. Study Abroad Advisor.

**VERY IMPORTANT – Approvals for ALL courses taken abroad must be obtained. If the courses that were pre-approved do not match the courses actually taken abroad, the student must obtain approval for all additional courses upon return or by email while abroad.**