Course Approval Instructions for students in the College of FAA
(Including Special Notes for 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).*

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.

Students: Before you meet with your Academic Advisor, please 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.

- 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 your academic advisor.)
- 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. (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.

- 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.
- 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) –When registering at the host institution abroad, you must take all the courses for a grade. However, in column #3 you can specify that the credit and the letter grade will appear on your UIUC record *OR* you want to transfer the earned credit only (CR). Consult with your Academic Advisor. Fill in G (Grade) or CR/NC (Credit/No Credit). **A minimum converted grade of C-minus** is needed to receive credit using CR/NC option. You should select the credit and grade option *OR* the earned credit only option for each individual course. **In FAA, courses not taken for a grade will only count for elective credit**. Courses taken for a grade will count in the student's UIUC cumulative grade point average. Students may not change their credit declaration post-departure for their program. In exceptional cases, however, students do have the right to petition their college for a change.

Column #4 –

I. **For courses found in the Course Approval Database, student's Academic Advisor enters** UIUC Subject and Number /or Level from the database printout provided by the student, skips column #s 5, 6, 7 and 8 and enters appropriate information into Column # 9. Database printout should be attached to the Course Approval Summary Form.

II. **For courses not found in the Course Approval Database**

- *If the courses are in FAA subject areas **Columns #4, #5, #6, #7, #8, and #9** are completed by student's Academic Advisor.*
- *If student is planning to take courses in the subject areas other than FAA, **Columns #4-8** for those courses should be filled out by the 299 Advisor in the corresponding subject area.* Please reference the list of 299 Advisors found at studyabroad.illinois.edu under Resources/Transcripts and Credit.
- ***Special NOTE to 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 Academic Advisor or 299 Advisor) – **If you approve the course, please enter "Y" in the box.**

Column #6 (Completed by Academic Advisor or 299 Advisor) – **If you do not approve the course, please enter "N" in the box.** SAO will process credit recommendations 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 Academic Advisor or 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 Academic Advisor or 299 Advisor) – **If you approve this course to be added to the Course Approval 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 (Completed by Academic Advisor) - Please indicate what this course will be considered for upon the student's return by using the following guide:

RC	**R**equired **C**ore course	**H**	**H**umanities and the Arts
RS	**R**equired in **S**econdary field	**W**	**W**estern Cultural Studies
TE	**T**echnical **E**lective	**N**	**N**on-Western Cultural Studies
OE	**O**pen **E**lective Credit	**NSc**	**N**atural **Sc**iences
S	**S**ocial Sciences		

- **Comment section**: use of this section is to be determined by Advisors or College Office.
- **Academic Advisor**: must have both the printed name and the signature.
- **Student signature**: this form will not be considered complete without your (the student's) signature.
- **Completed Study Abroad Course Approval Summary Form signed by the student and Academic Advisor should be brought to <u>110 Architecture Building</u> for final approval and signature. <u>Upon completion, a copy of the form should be returned to the Study Abroad Office, room 124 in the International Studies Building</u>,**

VERY IMPORTANT –
If you change your course plan after you arrive at the host University, please notify the College of FAA Office of Undergraduate Academic Affairs (217) 333-6061, FAX: (217) 333-2154, e-mail: faa-uaa@uiuc.edu.
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.
<u>Upon your return to UIUC, you also must be prepared to provide an appropriate record of the course work such as a course syllabus, detailed outline, portfolio, samples of work, etc. A course content review, portfolio review, or language proficiency review may be required in order to receive final course credit in some programs.</u>

CAUTION FOR STUDENTS CONTEMPLATING STUDYING ABROAD DURING THEIR SENIOR YEAR
Please consult your academic advisor during your first or second year regarding the timing of your study abroad experience. The College of Fine and Applied Arts encourages students to take advantage of study abroad opportunities; however, some FAA programs require students to complete upper level core courses in residence on the University of Illinois campus. If you do receive approval for senior year study abroad from your program, **be aware that waiting until your senior year to study abroad may cause considerable delay in the receipt of your diploma for the following reasons:**
- Senior students often return expecting immediate resolution of their activities abroad so that they can be assured to graduate on their expected schedule. However, students will not receive credit for study abroad until the UI receives a transcript from the host University.
- Many institutions abroad routinely take a very long time to send a transcript.
- Study abroad in the fall of the senior year may result in the fall semester credit being unresolved prior to the student participating in the spring semester. There have been instances when the fall semester transcript has not arrived by May.
- If the student studies abroad their last semester, they should anticipate a considerable delay in the certification of their degrees.