

Study Abroad Course Approval Instructions for Students in ACES

(Including Special Notes for 299 Advisors)

This instruction sheet is for students in the College of ACES during the semester they are studying abroad. Study Abroad students shall be considered full-time for academic purposes at the University when they are enrolled in at least the minimum full-time academic load as defined by the international institution. However, federal regulations require that students must complete the equivalent of 12 or more University of Illinois at Urbana-Champaign hours to be considered full-time for financial aid purposes. Students who receive the Monetary Award Program (MAP Grant) from the state of Illinois, are required to complete the equivalent of 15 credits.

PRE-DEPARTURE:

Complete a **Tentative Course Plan** as part of your Study Abroad Orientation Course (LAS 291/292). On this form, available in Moodle, you will plan courses to take while abroad and determine the appropriate approval process.

- All courses taken while on an approved Study Abroad program will transfer back and default to elective, graded credit at the **ACES 1 - - level** (this means a 100-level elective course which will factor into your GPA).
- You will need to go through the course approval process if you want a course to transfer as any of the following:
 - Required course of a major or minor
 - Gen-Ed requirement
 - Level other than 100-level
 - Course for credit/no credit (C/NC)
 - Course rubric other than 'ACES' to appear on your transcript
- Start the course approval process prior to departure even if you are not sure which classes you will be taking. Get approval for any potential courses you might take while abroad in case there is a conflict or the course you plan to take is no longer offered.
- You must complete the Course Approval Summary form even if all of the courses you plan to take are in the Course Approval Database.

COURSE APPROVAL PROCESS:

1. Search the [Course Approval Database](#) for courses that have already received approval to transfer as a UIUC course. If you want to take courses not listed in the database, search course offerings for your particular term(s) abroad on the host institution's website, the [Study Abroad Office website](#), or a course catalogue.

2. Using the [Course Approval Summary Form](#), complete one row for each course using the instructions below.

Column #1 (*completed by the student*) – List the title of the course offered at the institution abroad. It is important that you list the courses using the exact wording used by the host institution and to list the subject and course number if available. (i.e. AUST 2022 Australian Studies).

Column #2 (*completed by the student*) – check the Course Approval Database to see if your courses have received previous approval: <https://my.aces.illinois.edu/studyabroadcourses/>

- If the course IS in the Database, mark “Y” in column #2 and write the UIUC subject and course number in column #4
- 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”

Column #3 (*completed by student*) – Indicate whether each course is for grade or credit only. For a semester program, up to two classes can be taken using the credit/no credit (C/NC) grading option. Summer programs can only have one course designated C/NC. You will have until the Friday of the first week of October/March of the term *following your term abroad* to declare a course ‘credit/no credit.’ Courses used to satisfy general education, major, or minor requirements must be taken for letter grades.

Columns #4 through #8 (*Work with 299 Advisors to complete*) – Any course(s) NOT found in the Course Approval Database or for which the student wishes to seek approval in a new subject area require approval from a 299 Advisor. A list of contact information for each department’s 299 Advisor is here:

<http://www.studyabroad.illinois.edu/299-advisors>. This may not be the same person as your academic advisor. You will need to seek out the advisor in the appropriate subject area for each course (i.e. for a Sociology course you will need to go to the Sociology 299 Advisor). Advisors will require a syllabus or course description at minimum to approve a course. Some advisors will require assignments from your semester abroad, in which case you must finalized your course approvals after you return. It’s helpful to the 299 Advisor if the student shares these documents with the 299 Advisor electronically so the 299 Advisor has time to review them. Electronic sharing of documents will also reduce the burden on the student in the approval process.

Column #9 (*completed by Academic Advisor for Major Requirements, Assistant Dean in ACES for Gen Ed approval*) – Please indicate how this course will be used upon the student’s return using the following guide:

R	Required course in the student’s major or concentration
E	Elective ACES hours
H	Humanities and the Arts (GenEd)
N	Natural Sciences & Technology (GenEd)
SS	Social and Behavioral Sciences (GenEd)
W	Cultural Studies - Western (GenEd) or
NW	Cultural Studies - Non-western (GenEd)
O	Open elective credit hours counting towards graduation

- **GenEd** approval is based on the College of ACES review process, and there is no guarantee that a course will be approved for fulfilling any GenEd requirement without approval. GenEd approvals from other Colleges at the University of Illinois are not automatically approved in ACES. A **detailed syllabus** of the course is required for review and should accompany the course approval form.
- **Academic Advisor's signature:** The printed name and the signature are required.
- **Student signature:** The form will not be considered complete without your (the student's) signature.
- You should submit the completed Study Abroad Course Approval Summary Form to ACES Study Abroad Office, 123 Mumford Hall.

NOTES FOR 299 ADVISORS:

Column #4 - 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., ACE 210). If this course is acceptable as college level transfer work in your department, enter UIUC subject and level (e.g., ACE 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.

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 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 to not add the course to the Database if you would prefer to review the course on a case-by-case basis.

FINAL INSTRUCTIONS:

1. You must turn in the original Study Abroad Course Approval Summary Form to the ACES Study Abroad Office in 123 Mumford Hall.

2. ACES Study Abroad will turn in your Study Abroad Course Approval Summary Form to an Assistant Dean in the Office of Academic Programs. Electronic copies will be uploaded to your student record and your study abroad application. Please submit hard copies of syllabi for any course you wish to be evaluated as a GenEd.

VERY IMPORTANT – You must get approval for ALL the courses you take/took abroad. If the courses you got pre-approved and the courses you took do not match, you must get approval for all additional courses upon return.