

General Education Course Approval Instructions for College of Engineering Students

Liberal Education, Western, Non-Western

- Print the course description/syllabi for each gen ed course you need to get approved.
- Attach the course description/syllabi to the Course Approval Summary Form (CASF).
- Once all of your other courses have been approved and you and your Academic Advisor have signed the CASF, bring the CASF with all attachments to the IPENG office.
- Teresa Finis will review the courses and determine if the courses can be used toward Liberal Education, Western, or Non-Western credit.

Humanities & Social Science

- Print the course description/syllabi for each gen ed course you need to get approved.
- Take the course description/syllabi to the appropriate 299 advisor (ex. if you need a History course approved, go to the History 299 advisor). A complete list of 299 advisors can be found at: http://www.studyabroad.illinois.edu/resources/transcripts_credit/index.aspx.
- The 299 advisor will determine the equivalent UIUC course for the course you are getting approved. If there is not a direct UIUC equivalent, the 299 advisor will indicate the level of the course. (ex. HIST 2--).
- Once you have all of your courses approved and you and your academic advisor have signed the Course Approval Summary Form, bring the completed form and all attachments to the IPENG office.
- Based on the approval and course equivalency from the 299 advisor, the course may be designated as humanities or social science.
- If additional information is needed, you will be notified by email.

Engineering Students Course Approval Instructions

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 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. However, students receiving financial aid must be sure to bring back the minimum number of required hours related to their particular financial aid – 15 for MAP Grant Students.

- A. 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.)
- B. Instructions for columns (**NOTE:** follow instructions in order! Columns requiring information from YOU SHOULD be completed prior to meeting with advisor!)

Column #1 (completed by the student)—list the title and number 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 catalogue or a combination of these resources. (**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 IPENG's Courses Already Taken Abroad Website (<http://my.engr.illinois.edu>) and/or the Study Abroad Office's Course Approval Database to see if your courses have received previous approval. For each database, please follow the procedures below.

IPENG Progs: For a listing of previously approved and taken study abroad courses, log in to [My Engineering Home Page](#)^g. Click on Academic Applications and go to Study Abroad Courses. Please read directions carefully.

SAO Progs: Engineering students studying abroad through an SAO (Campus) Sponsored Program should also look at the campus course approval database in addition to the IPENG database. Please follow the following procedures to access the database. If you find a course you would like to add to the Course Approval Summary Form (CASF), please print the course page and attach to the CASF.

1. Click the following link:
https://filemaker.admin.illinois.edu:443/fmi/iwp/res/iwp_home.html^g
2. On the Swanlund Filemaker Services page, click IPS-Course Approval db.
3. On the login page, click Guest Account and then click Login; (no Account Name or Password is necessary).
4. Follow the instructions on the Welcome to the Study Abroad Course Approval Database page to start your search.

- for those courses found on IPENG's Website or in the SAO Database, please attach the Website or Database printout and write "Y" in Column #2. Skip Column #s 5, 6, 7 and 8 and go to Column #9.
- for those courses not in either database, course must be approved by appropriate study abroad advisor.

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.

Note: To determine if students passed their courses, all foreign transcripts must include the grade for each course and numbers of credit hours.

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

Column #5 (completed by Approved Study Abroad Advisor or IPENG Office)

Column #6 (completed by Approved Dept. Study Abroad Advisor or IPENG Office) – Courses not approved will be identified 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)

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:

- Gen Ed type courses listed having an exact UIUC equivalent may be used as a gen ed requirement (i.e., EALC 151). A printout from the course database must be attached.
- 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 your Course Approval Summary Form, you must return your signed form (with attachments) to the IPENG Office, 210 Engineering Hall.

Note: No forms will be accepted if not signed by the Approved Dept. Study Abroad Advisor of your department. Students participating in SAO programs – your credit packet will be returned to SAO by IPENG.

VERY IMPORTANT – 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.

List of Approved Dept. Study Abroad Advisors:

Aero	Laura Gerhold	329 Talbot	ECE	Prof. E. Kudeki	2080 Elec& Computer Engr Bldg
AgBio	Prof. A. Hansen	360S AESB	IESE	Heidi Craddock	104B Trans. Bldg.
	Anne Marie Boone	332M AESB	MechSE	Emad Jassim	154 MEB
BioE	Marcia Pool	1270 DCL		Marianna Sohn	158 MEB
Civil	Becky Stillwell	1102 Newmark	MatSE	Laura Nagel	201 MSEB
CS	Prof. L. Pitt	1210 Siebel Ctr.	NPRE	Prof. J. Stubbins	219 Talbot Lab
	Steve Herzog	1234 Siebel Ctr.	Engr Phys	Prof. Alfred Hubler	4-125 ESB
				Merissa Jones	290W Loomis Lab