

## **Course Approval Instructions for students in LAS**

*(Including Special Notes for 299 Advisors)*

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.

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### **Pre-Departure:**

**Complete a Tentative Course Plan as part of your Study Abroad Orientation Course.** On this form, available in Moodle, you will plan out your potential courses, plan for the kinds of courses that you need 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 LAS 1—level (this means a 100-level elective course which will factor into your GPA).
- If you want to use a course for any of the following you will need to go through the course approval process, either before you go, or after your return, as outlined below:
  - To apply to a major or minor
  - For a level other than 100-level
  - To take a course for credit/no credit (C/NC)
  - If you would like a rubric other than 'LAS' to appear on your transcript
- You must complete the Course Approval Summary form even if all the courses you plan to take are in the Course Approval Database.
- You may start the course approval process prior to departure, with the understanding that for many programs, the courses that you are choosing may not be available to you. The more you do ahead of time, the easier your course selection process on site will become.

### **While abroad:**

Collect as much information on your courses as you can. This includes bringing back syllabi, homework assignments, tests, textbooks, etc. These will be used in the course approval process.

### **Upon return to campus:**

Decide with your advisor which of your completed courses requires course approvals. For those courses, follow the instructions for the course approval process outlined below. Remember that you must complete the Course Approval Summary form even if all the courses you plan to take are in the Course Approval Database. All other courses will default to LAS 1--. **Complete and submit the form to LAS Student Academic Affairs (2002 Lincoln Hall) by the Friday of the first week of October (for Spring, Summer and AY term(s) abroad) or March (for Fall term abroad).**

If you do not complete the course approval process upon your return, your courses will appear as 'LAS 388' on your transcript.

## **COURSE APPROVAL PROCESS:**

Using the Course Approval Summary Form, complete one row for each course using the instructions below.

**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 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 the Course Approval Database to see if your courses have received previous approval:

<https://my.atlas.illinois.edu/studyabroadcourses/index.asp>

- A. If the course has already been approved, mark "Y" in Column #2.
- 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 Academic Advisor)** – Your academic advisor will indicate course-by-course if you are taking it for credit and grades or credit only. You will have until the Friday of the first week of October/March of the term following your term abroad to declare a course for credit/no credit. Courses used to satisfy general education, major, or minor requirements must be taken for letter grades.

**Columns #4 through #8 (completed by 299 Advisors)** – For any 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. You will need to seek approval from a '299 Advisor;' this may not be the same person as your academic advisor. For a list of 299 Advisors, go to [studyabroad.illinois.edu](http://studyabroad.illinois.edu) under Resources/Transcripts and Credit. You will need to seek out the advisor in the appropriate subject area (for example, for a Sociology course, you will need to go to the Sociology 299 advisor).

**Column #9 (completed by Academic Advisor)** – Please indicate how this course will be used upon the student's return using the following guide:

*M* Core (Major) credit in field

*S* Supporting course work

*E* Elective credit

*GR* Must be taken for a Grade

*Other* (Adv. Hours, etc.)

- **Academic Advisor's signature:** must have both the printed name and the signature of your Academic Advisor.
- **Student signature:** this form will not be considered complete without your (the student's) signature.

- You should submit the completed Study Abroad Course Approval Summary Form to your LAS ARO in 2002 Lincoln Hall.

### **NOTES FOR 299 ADVISORS**

#### **Column #4 –**

*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.

**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 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.)