

## Course Approval Instructions for Students Enrolled in BUSiness

This instruction sheet is for students who are enrolled in the College of Business during the semester they are studying abroad. College of Business students will need to turn in their Course Approval Summary Form (filled out in pen) to the College of Business International Programs office, even for study abroad programs NOT specifically sponsored by the College of Business. Course Approval Summary Forms need to be turned in and approved before leaving for a study abroad. **The approval process can take as long as one month, so hand in your Course Approval Summary Form as soon as possible.**

*The course approval process is done so that students will know, before leaving, exactly how their courses will transfer from their study abroad experience.*

1. Fill out the information, legibly, that is requested on the top portion of the form.
2. Fill out columns 1-3 by following the instructions below.
3. When necessary, attach the course descriptions and/or the database printouts.
4. Turn in completed form and attachments to the Business International Programs Office.
5. Course approval decisions will be emailed to your uiuc.edu account. Save all emails regarding course approvals in case there are discrepancies.
6. Once abroad, you may make changes to your courses and/or grade options as long as it is before the midpoint of the term at the foreign institution. This change should be emailed to [studyabroad@business.uiuc.edu](mailto:studyabroad@business.uiuc.edu). Decisions about course approvals will be sent to uiuc.edu accounts. Remember that it can take as long as a month to hear back about a course that has not been previously approved.

**Column #1 (completed by the student)** – List your preferred 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 program information sheets, and/or course catalogs. It is important that you list the exact course name and number used by the foreign university (i.e. MKT 300 – International Marketing). It is also a good idea to include several more courses on the form than you plan to take in order to give yourself flexibility in case courses are cancelled or full.

### **Courses that Cannot be Transferred from Abroad**

Advanced Composition (formerly Comp II)

Finance 300

Accountancy courses (only exception is Nanyang University in Singapore)

Be sure to check <http://studyabroad.business.uiuc.edu/preparing/majors.html> to see limitations for core courses and for specific College of Business majors.

For majors or minors in curriculums outside of the College of Business, students are subject to the policies and procedures of the department in charge of the major/minor. Students must also complete the course approval process of the other major or minor department; once approved, submit *the* Course Approval Summary Form to the College of Business last.

**Column #2 for College of Business-sponsored programs (completed by the student)** – check the info sheet at <http://studyabroad.business.uiuc.edu/programs/> for the program to see if your selected courses have received previous approval.

- If the course has an equivalency that applies to your major listed in bold next to the course title, mark "Y" in Column #2.
- If the course is not listed on the info sheet, or you wish to seek approval in a subject area other than what is already approved, mark "N" in Column #2, and attach the most complete description of the course that you can find from the website or from the program binders located in the Business International Programs Office.

**Column #2 for programs NOT sponsored by the College of Business (completed by the student)** – check the Study Abroad Office's Course Approval Database in 124 International Studies Building to see if your courses have received previous approval.

- If the course is listed in the database, 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 listed, mark "N" in Column #2, and attach the most complete description of the course that you can find.

**Column #3 (completed by the student)** –For courses taken for a “Grade” on study abroad, the grade will be listed on the UIUC transcript and averaged in with the GPA as if it were a course taken at UIUC. For courses taken Credit/No Credit (CR/NC), the course name will be listed on the transcript along with whether the course was passed or failed. The GPA will not be affected by a course taken CR/NC. Whether a course is taken either for a Grade or for Credit/No Credit, the student will receive hours towards graduation for the course as long as the course is passed.

College of Business students must take all required business courses (both core and major) for a grade. For other limitations on Credit/No Credit (CR/NC) versus grade, be sure to check <http://studyabroad.business.uiuc.edu/preparing/majors.html/>

While grade and credit scales are adjusted to reflect cultural differences, students who are concerned about grade point averages are encouraged to take free electives and gen ed courses for CR/NC when possible.

A minimum converted grade of C-minus is needed to pass a course using CR/NC. UIUC students have a limit of 18 hours of Credit/No Credit class that they can take during their studies; however, study abroad students may petition for an exception.

Please note that although classes will show up on the UIUC transcript as CR/NC, **all courses have to be taken at the foreign institution for a grade.** The translation to CR/NC will occur when the grades from the foreign institution are received at UIUC.

**Columns #4, #5, #6, #7, #8, and #9** are completed by College of Business International Programs office. (Exception: When the course is meeting a requirement for a major or minor outside the College of Business, columns #4-9 need to be filled out by that department.)

### **Additional Policies**

Courses, including language courses taken towards a certificate, that are not included on the foreign university's official transcript, will not transfer to UIUC.

Students will only receive credit for study abroad courses with the word “internship” in the title if the course appears on the transcript and is supervised by a faculty member.

**Students who do not seek course approvals for each of the courses taken by the midpoint of the term at the foreign institution:**

1. Lose the option of electing CR/NC, and will automatically receive grades for those courses.
2. Will need to get course approvals upon return, and without prior approval there is no guarantee that courses completed abroad will satisfy any graduation requirements other than elective credit hours.

*Questions?*

Contact College of Business International Programs (217) 244-7245, [studyabroad@business.uiuc.edu](mailto:studyabroad@business.uiuc.edu)