Course Approval Instructions for Students Enrolled in Business

This instruction sheet is for students who are enrolled in the Gies College of Business during the semester they are studying abroad. Business students participating in both business sponsored programs and programs sponsored by other colleges will need to turn in their Course Approval Summary Form (filled out in pen) to the Business Study Abroad office in 320 Wohlers Hall prior to your departure. The approval process can take as long as one month, so handing in Course Approval Summary Forms as soon as possible is advised. The course approval process informs students, before leaving, how courses will transfer from their study abroad experience and indicates a student’s preference to transfer courses as grade or credit/no credit (CR/NC). This form not used to register you for classes at the partner university.

Steps to complete the Course Approval Summary Form:

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. Turn in the completed, signed form and attachments to the Business Study Abroad Office (320 Wohlers Hall). An academic advisor’s signature is only required if participating in a program not sponsored by the Business Study Abroad office.
4. Course approval decisions will be uploaded to the student’s My Study Abroad application in the documents section.
5. After the course approval form is turned in, changes can be made to courses and/or grade options by emailing Teresa D’Urso (tdurso@illinois.edu) or by filling out another course approval form.

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 and/or the program information sheets. It is important that you list the exact course name and number used by the foreign university (i.e. MKT 300 – International Marketing). If you do not have access to the official list of courses offered, contact the study abroad office sponsoring your program. It is 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 canceled or full. You are not required to take the courses you list on the form. Do not include UIUC courses you plan to take online.

Column #2 for Business Study Abroad-sponsored programs (completed by the student) - Check the Information Sheet for the program (found in BIF lobby) 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 equivalency 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 host university’s website.

Column #2 for programs NOT sponsored by Business Study Abroad (completed by the student) - Check the Illinois Abroad course approval database to see if your courses have received previous approval (https://my.atlas.illinois.edu/login.asp/?studyabroadcourses/index.asp).
• 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, 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 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 changed by a course taken CR/NC. Whether a course is taken either for a grade or for CR/NC, the student will receive credit hours towards graduation for the course as long as the course is passed (receiving the equivalent of C- or higher).

• Business students must take both core and major courses for a grade, including major electives.
• While grade and credit scales are adjusted to reflect academic differences, students who are concerned about grade point averages are encouraged to take free electives and gen ed courses for CR/NC when possible.
• You can change whether you are talking a course for CR/NC or a grade when you return from your study abroad semester.
• UIUC students have a limit of 18 hours of CR/NC class that they can take during their studies.
• 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 - completed by the Business Study Abroad office, except when the course is meeting a requirement for a major or minor outside the Gies College of Business. Columns #4-9 will need to be completed by the major or minor department. For majors or minors in curriculum outside of the Gies 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 completed by the major or minor department, submit the Course Approval Summary Form to the Business Study Abroad office.

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 title of the course appears on the transcript and is supervised by a faculty member.
• Any official course included on the foreign university’s official transcript will be transferred to the UIUC transcript.

DON’T FORGET: Sign the bottom of the form before turning it in.
COURSE REQUIREMENTS AND LIMITATIONS FOR BUSINESS STUDENTS

Number of Hours Required
Students must take the equivalent of 12 UIUC credit hours while abroad to remain a full-time student for financial aid purposes and as an academic requirement (6-credit hours in the summer). Students are allowed to take up to two online UIUC courses that count toward the required 12 credits. If the host university requires students to take a minimum number of credit hours on campus abroad, these requirements must be met (eg. UNSW and Stockholm require students to be full-time on campus due to visa regulations).

2-hour courses - Some programs offer courses you may need but they may only transfer as two credit hours. Taking these courses is allowed; however, be aware it can leave you short of the required hours to complete the major requirements. When you return, you may need to take an extra class to make up the hours not received. See your academic advisor.

Gen Ed Courses
Gen Ed courses can be taken abroad for a grade or CR/NC.

Core Courses
Students from all majors can take most core courses abroad, except ACCY 201 and 202, BADM 449 and BADM majors may only take one BADM core course. There is currently no limit to the number of core courses for FIN, Gen Ed courses or elective courses (NOT including major elective courses) taken abroad.

Courses that cannot be transferred from abroad: Advanced Composition, FIN 300, BADM 449, ACCY major courses, which do not apply to major or Business Core requirements.

Accountancy Majors
Accountancy students cannot take any accountancy classes for their major abroad. Accountancy electives are offered at Nanyang University, but do not count toward the ACCY major requirements.

Finance Majors
Finance students can take two major courses abroad including major elective courses. FIN 300 (Financial Markets) cannot be taken abroad.

Business Administration (NOT including International Business)
Most BADM majors can take four BADM courses abroad (including one of the following: BADM 300, 310 or 320.) This means you can take two courses for your major and one major elective plus one BADM core business course not four major/major elective courses. See your specific major for other restrictions.

International Business Students
International Business students can take a maximum of four BADM courses abroad from the following list: two major courses, two major electives and one BADM core course.

Supply Chain Management Students
BADM 335 (Supply Chain Management Basics) cannot be taken abroad.
Dual Degrees
Students who are pursuing a dual degree can transfer back to the Gies College of Business courses towards each major. The course limitations for each degree will apply.

Students Studying Abroad for Multiple Semesters
For students studying abroad for multiple semesters, Business Study Abroad will work with your department on how many classes you can take toward your major during study abroad. You can only study abroad for one semester through the Business Study Abroad sponsored programs. If you want to study abroad longer, you will need to participate in a program from another office.

Business Minor
Students are not able to take classes abroad towards a Business Minor. Students may take BADM 310 and/or BADM 320 online while abroad.

Repeating a Course during Study Abroad
If you take a course abroad for a grade that you have already taken at UIUC, you will not receive hours towards graduation for the course, but your grade will be the average of the two grades. Make sure that without those hours, you still have enough hours to meet the minimum required for full-time status at the foreign institution.

If you take a course abroad for CR/NC that you've already taken of UIUC, you will not receive hours towards graduation for the course. Make sure that you still have enough hours to meet the minimum required for full-time status at the foreign institution.

Questions?
Contact Business Study Abroad (217) 244-7245, studyabroad@business.illinois.edu
Bring the completed Course Approval Form to 320 Wohlers.