

# Approval Instructions for Students Enrolled in Gies Business

The course approval process informs students, how courses will transfer from their study abroad experience. DO NOT include UIUC courses you plan to take online. This form is NOT used to register for classes at the partner university.

If you do not submit a course approval form by the due dates mentioned below, all classes will default to graded and transfer the letter grade to your UIUC transcript. If a course is on the host university transcript, it will and must transfer into you academic record at UIUC.

### Final Course Approval form due dates:

Fall Participants:

March 15<sup>th</sup> (following your semester abroad)

Spring and Summer Participants:

October 15 (following your semester abroad)

You may submit a form prior to these final dates if you would like to verify your course articulations, however, if you make any changes to your course registration, make sure to submit your updated form by the deadlines listed above.

### Steps to complete the Course Approval Summary Form:

IMPORTANT: Please make sure you use the Instruction Sheet that corresponds to the College to which you belong DURING your study abroad term(s).

**STUDY ABROAD COURSE APPROVAL SUMMARY FORM**

IMPORTANT: Use INK only.  
Return form(s) to the office indicated on instruction sheet.

Complete this section

NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ EXPECTED GRAD DATE \_\_\_\_\_ UIN# \_\_\_\_\_  
 COLLEGE \_\_\_\_\_ MAJOR \_\_\_\_\_ CONCENTRATION \_\_\_\_\_ MINOR \_\_\_\_\_  
 STUDY ABROAD INSTITUTION & LOCATION \_\_\_\_\_ TERM AND YEAR ABROAD \_\_\_\_\_

See below for how to complete columns 1-8

↓ These columns to be completed by student ↓		G (Letter Grade) or CR/NC (Credit /No Credit)	UIUC Subject and Number / or Level	Course Approval				Use of Credit (See back of the Form)
Subject/Number (if available) and Title of Course Abroad. Please give length of course e.g. summer, semester, year.	Course in database ? Y/N			Y	N	Course Approver's signature and printed name	Add to data-base? Y/N	
1	2	3	4	5	6	7	8	9
List exact course name & # used by the foreign university, Sem Length:	Y	Graded	UIUC 100	Y		Sign: Study Abroad Print: Course Database	N	
Length:						Sign:		
Length:						Print:		
Length:						Sign:		
Length:						Print:		
Length:						Sign:		
Length:						Print:		

Comments \_\_\_\_\_

Meet with your advisor

The final determination of suitability for General Education requirements is reserved for the College Office. The student has been advised about residence, advanced hours, honors, and other college requirements. Final determination of credit will be made upon completion of the courses. *Student's signature below* indicates that student has read and understands study abroad policies and procedures.

You sign

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_  
 (Print Name) (Signature)  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_ College Approval \_\_\_\_\_ Date \_\_\_\_\_  
Do not sign here

**Column #1** List the courses you are planning to take or have taken 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 (not all courses are guaranteed). If you choose to complete the form prior to your departure, it is a good idea to include three or four more courses on the form than you plan to take in order to give yourself flexibility in case courses are canceled or full. You may submit up to two forms to accommodate your course selections. You are not required to take the courses you list on the form.

**Column #2** First, check the Information Sheet for the program (found in BIF lobby) or the course approval database to see if your courses have received previous approval (<https://my.atlas.illinois.edu/login.asp?/studyabroadcourses/index.asp>).

- Y= Yes, you found the course in database or on Information Sheet. Submit this evidence with your course approval form by circling the course on the information sheet OR printing the information from the course database.
- N= No, the course equivalency is not listed in the database or on the info sheet OR you are requesting a new equivalency. You need to request approval for this course to earn credit. Obtain the syllabus and complete one of the forms below:
  - For BADM/FIN/ACCY courses: <https://go.business.illinois.edu/ACCYFINBADMabroad>
  - For Gen Ed courses: <https://go.business.illinois.edu/genedabroad>
  - Forms are reviewed within 2-3 weeks after the following dates: October 15, November 15, March 15, and April 15. You will get a response with the course equivalency via e-mail.
  - You do not need to submit the BADM/FIN/ACCY or GenED form above, if you are planning on taking a course as a free elective that has not been assigned an equivalent UIUC course.

**Column #3** Select CR/NC or G for each course, considering the following:

- *Credit/No Credit (CR/NC)*: Grade is shown as CR if you earned a C- or higher at the abroad institution. If you earn a D+ or lower on your foreign transcript, UIUC grade and transcript are shown as NC (translation occurs when grades from the foreign institution are received at UIUC). This election does not impact your UIUC GPA and if credit is received (CR), you will earn UIUC credit hours toward graduation. This option is not available for Gen Ed, Business Core, or Major Courses, including Major Electives. View the UIUC Student Code for details regarding this option: [http://studentcode.illinois.edu/article3\\_part1\\_3-105.html](http://studentcode.illinois.edu/article3_part1_3-105.html). Extenuating circumstances and exceptions can be discussed with the college office after the mid-point deadline.
- *Graded (G)*: Grade listed on UIUC transcript and averaged in with GPA as UIUC course.

**Column #4** If the course is in the database or on an Information Sheet, write the UIUC course equivalent. Don't forget to attach the database printout or Information Sheet (with courses circled) when you turn in your packet. If you submitted the ACCY/FIN/BADM form or Gen Ed form to ask for a new equivalency, you should wait until you receive an e-mail response and then write in the approved equivalency and submit the e-mail evidence with the form.

**Columns #5 & 6** Is the course approved? Check Y if it is in the database, on the information sheet, or you received approval through the form. Select N if you are just planning on getting free elective credit.

**Column #7** Where did the approval come from? 1. Information Sheet 2. Database 3. Form Response 4. Leave blank if you're just planning on getting free elective credit

**Column #8** If you received a new course equivalency from the form or this is a new course you are planning on just getting free elective credit for, select Y. If the course was already in the database or on an Information Sheet, select N.

**Column #9** Leave blank.

### **Additional Policies**

- For majors or minors outside of Gies Business, students are subject to the policies and procedures of the department in charge of the major/minor. You must get the course approval form signed by the department in charge of the major/minor before submitting them to your major department.
- Non-business majors requesting a course articulation for a BADM, FIN, or ACCY course should submit the same form as business majors:  
<https://go.business.illinois.edu/ACCYFINBADMabroad>. Forms are reviewed within 2-3 weeks after the following dates: October 15, November 15, March 15, and April 15. You will get a response with the course equivalency via e-mail. If you need your Course Approval form signed for approval, you can reply to the e-mail to request it.
- Courses such as language courses 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.

**Submitting Updated Forms:** If you register for different courses OR decide to change your preference from graded to CR/NC, complete a new course approval form (attached to documents section of your "my study abroad" application) and email it along with the supporting documents to [undergrads@business.illinois.edu](mailto:undergrads@business.illinois.edu). All students are required to submit an updated course approval form if changes to course registration were made while abroad. Please submit this form once your schedule is finalized, but note the final deadlines below.

Fall Participants:  
March 15<sup>th</sup> (following your semester abroad)

Spring and Summer Participants:  
October 15 (following your semester abroad)

**Submit the completed Course Approval Form (with your advisor's signature)**  
to 1055 BIF (front desk) or submit to [undergrads@business.illinois.edu](mailto:undergrads@business.illinois.edu)

## Questions?

Go to Advising Drop-In Hours: <https://giesgroups.illinois.edu/advising/appointment-types/>

## 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 (summer: 6-credit hours). 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 & Stockholm require students to be full-time on campus due to visa regulations).

**2-hour courses** - Some host universities have courses that are worth 2-UIUC credits. These courses will fulfill degree requirements. The records officer will allow for a reduction in major course hours required to graduate (if needed).

### 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.

**Credit cannot be earned from abroad for:** Advanced Composition, FIN 300, BADM 449, ACCY courses.

### Accountancy Majors

Accountancy students cannot take any accountancy classes for their major abroad. Accountancy courses may be offered, but do not count toward the ACCY requirements.

### Finance Majors

Finance students can take two major courses abroad including major elective courses (not FIN 300).

### 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 three major /major elective courses plus one BADM core business course, not four major/major elective courses. See below for other restrictions.

- **International Business:** 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:** BADM 335 cannot be taken abroad.

**Vienna Participants-** Due to the limited course content in Vienna, courses have been paired together in order to meet content requirements that would be equivalent to BADM courses. For example, you must take *International Human Resource Management* AND *International Management* to get the BADM 313 equivalent placed on your UIUC transcript. One of these two courses will appear as the course equivalent on your transcript, while the other will appear as a free elective. However, due to course variation in Vienna, the records officer will work with students (after receiving the transcript) to fulfill degree requirements. The records officer will allow for a reduction in major course hours required to graduate (if needed).

### **Dual Degrees/ Double Majors**

Students who are pursuing dual degrees/double majors can transfer courses 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**

You can only study abroad for one semester through the Gies Business Study Abroad sponsored programs. If you want to study abroad longer, you will need to participate in a program from another office. Meet with your advisor regarding course limitations across multiple semesters.

### **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 both courses will factor into your GPA. Keep in mind the minimum hours 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.