



STUDY ABROAD COURSE APPROVAL FORM
BA 299

This form is due:
Nov. 1st - for Spring
April 1st - for Sum, Fall, AY

Student Name _____ **UIN** _____

Study Abroad Program _____ **Term/Year Abroad** _____ **Study Abroad Advisor** _____

To be filled out by the student	Signatory: Please initial both the type of credit AND the appropriate course level											
* The section below should be completed by the student showing each course number and title (e.g. BA 290, Business Ethics) * The student should also provide a description/syllabus for each course.	Major	Minor	Gen Ed	Elective	Major Elective	Non-degree Elective	Internship for Credit	100-Level	200-Level	300-Level	400-Level	UIC requirement met

The number of credit hours is determined by the study abroad program transcript or grade report.

Course Approval
signature of DUS/Dept. Advisor
name of DUS/Dept. Advisor
date

Students are responsible for getting this form completed by the dates listed above otherwise they cannot be registered for Study Abroad. Students must return the ORIGINAL completed course approval form to SAO.

COURSE APPROVAL for STUDY ABROAD OFFICE continued

Please read the following rules and regulations carefully:

- Every class taken on an SAO program will be listed on your UIC transcript. Classes may not be taken on a pass / fail basis. You will receive an A-F letter grade, which will affect your UIC cumulative GPA.
- If you need to make any changes to pre-approved classes or add a new class, it is your responsibility to obtain a new Course Approval Form from your Study Abroad Advisor and receive approval by sending it to the respective course signatory within the first 10 school days after the beginning of your program.
- You will only receive UIC credit for classes that were pre-approved by your department / college / SAO before your program begins or if your Study Abroad advisor has proof of a later approval in your file (see 10-day rule above).
- It is the student's responsibility to make sure that the signatory has initialed the appropriate course level box. If no level is assigned, the default will be 200-level.
- It is your responsibility to make sure that the UIC Study Abroad Office receives your transcript from your host organization/institution. The Study Abroad Office will process your grades up to one year after the end of your program. While your grades are being processed, your UIC transcript will show DF (deferred) or NR (not received).
- The Study Abroad Office will register you for 12 credit hours for a semester abroad program and 3 or 6 credit hours for a summer abroad program. Students participating in virtual programs will be registered for the corresponding number of credits offered by the program. Any changes to these hours (for example MAP Grant) need to be made before or during Pre-Departure Orientation.
- Students cannot expect to graduate at the end of their study abroad semester. Instead, graduation should be postponed by at least one semester to allow enough time for processing the student's grades. Please discuss your graduation plans with your study abroad and college advisor.
- Make sure you have not previously received UIC credit for any of the classes you will take on your program. This is your responsibility. This is especially important for language courses taken abroad in cases where you are placed in a class based on an in-country assessment which may be lower than your highest level at UIC.
- Receiving the letter grade F, W, or I will require prorated payback of Financial Aid if the number of hours earned on your program are less than originally registered at UIC.
- It is your responsibility to meet with your college as well as your departmental advisor upon your completion of your program to have all SAO credit distributed in DARS correctly.
- Students traveling abroad must attend a mandatory pre-departure orientation at UIC to be registered for Study Abroad. Students who do not attend will not be registered and will not be eligible for financial aid for international study.
- Your transcript from your program, must be received by the Study Abroad Office (directly from your program sponsor) no later than the last day of the term (fall, spring, summer) following the end of your program. If SAO does not receive it, a transcript hold will be placed on your UIC account.

Please be sure to make a copy of both sides of this form for your records!!

This form is due on: APRIL 1st for Summer, Fall, and Academic Year programs or NOVEMBER 1st for Spring programs