

LAS Study Abroad Course Approval Student Checklist

Now that you have selected your study abroad program, you need to obtain course approvals from LAS general academic advisors/departmental advisors to ensure that you understand how your selected study abroad courses that will count towards your degree.

NOTE: The study abroad course approval process may take up to three weeks. Please plan accordingly. If the course approval process causes you to miss a Study Abroad deadline, please consult with your Study Abroad advisor about a potential deadline extension.

Please follow the steps below, **in the order that they appear**, to obtain study abroad course approvals:

	Checklist Item for Student
<input type="checkbox"/>	1. On the <i>Study Abroad Course Approval Form</i> provided to you by the Study Abroad Office, enter your name, UIN, Study Abroad Program, and Term/Year Abroad.
<input type="checkbox"/>	2. Review your chosen study abroad program's course offerings and select multiple courses you are interested in taking while abroad. It is important to select back-up courses as well.
<input type="checkbox"/>	3. Enter the course numbers and titles of all selected courses in the appropriate section of the <i>Study Abroad Course Approval Form</i> .
<input type="checkbox"/>	4. Collect syllabi (if available) or course descriptions of the courses you listed on the form.
<input type="checkbox"/>	5. If you chose courses that potentially count towards your declared/intended Major or Minor: <ul style="list-style-type: none"> <input type="checkbox"/> Email the <i>Study Abroad Course Approval Form</i> along with relevant syllabi/course descriptions to the applicable departmental advisor(s) for their review (see: las.uic.edu/departmentaladvising). <input type="checkbox"/> Your departmental advisor(s) will email you their completed major/minor course approvals within 5 business days.
<input type="checkbox"/>	6. If you chose Foreign Language courses that potentially count towards completion of your Foreign Language Requirement: <ul style="list-style-type: none"> <input type="checkbox"/> Email the <i>Study Abroad Course Approval Form</i> along with relevant syllabi/course descriptions to Meg Lalonde (mlalonde@uic.edu), academic advisor for The School of Literatures, Cultural Studies, and Linguistics. <input type="checkbox"/> Meg Lalonde will email you their completed Foreign Language course approvals within 5 business days.
<input type="checkbox"/>	7. If you chose courses that potentially count towards General Education or Elective credit: <ul style="list-style-type: none"> <input type="checkbox"/> Email the <i>Study Abroad Course Approval Form</i> along with relevant syllabi/course descriptions to your LAS general advisor for their review. <input type="checkbox"/> After receiving notification from your LAS general advisor that your general education/elective study abroad courses have been reviewed, meet with them via drop-in advising or an appointment to review their course approvals.
<input type="checkbox"/>	8. The Study Abroad Course Approval Form must be signed by your LAS general advisor. <u>Even if step 7 does not apply to you</u> , as a final step, you must obtain a signature from your LAS general advisor on the final version of your Study Abroad Course Approval Form, which includes all other obtained signatures (if applicable).
<input type="checkbox"/>	9. Return the completed <i>Study Abroad Course Approval Form</i> to your Study Abroad advisor by the Study Abroad Office deadline.

STUDY ABROAD COURSE APPROVAL FORM
LAS 299

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

Student Name _____ **UIN** _____

Student Email: _____ **(at) uic.edu**

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. SPAN 102 Spanish language). * The student should also provide a description/syllabus for each course.	Major	Minor	Gen Ed	Elective	100-Level	200-Level	300-Level	400-Level	UIC requirement met (eg. Span 102, Hist 200-level, Elective, GenEd)

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

<u>Approval for Major</u>	<u>Approval for Major and/or Minor</u>	<u>Approval for All Language Courses</u>
signature of DUS/Advisor	signature of DUS/Advisor	signature of LCSL Undergraduate Advisor
name of DUS/Advisor	name of DUS/Advisor	name of LCSL Undergraduate Advisor
date	date	date Placement exam upon return <input type="checkbox"/> yes <input type="checkbox"/> no
★ LAS General Advisor Signature _____		
LAS General Advisor Name	Date _____	

INSTRUCTIONS:

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 SIGNATORIES FOR:

• Major/Minor credit is the Department Advisor:
<https://www.las.uic.edu/departmentaladvising>

• All language levels is the School of Literature, Cultural Studies, and Linguistics Undergraduate Advisor:
<http://lcsl.uic.edu/lcsl/school-administration/directories>

• GenEd/Elective credit is the student's General Advisor

★ **THE FORM MUST BE SIGNED BY THE STUDENT'S GENERAL ADVISOR BEFORE IT IS RETURNED TO THE STUDY ABROAD OFFICE. IF MORE THAN ONE COURSE APPROVAL SHEET IS USED, THE STUDENT'S GENERAL ADVISOR MUST SIGN EACH SHEET.**

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