

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. Even if step 7 does not apply to you, 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 490
Undergraduate Student

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

Student Name _____ UIN _____

Student Email: _____ (at) uic.edu _____

EXCHANGE PROGRAM

Exchange 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	500-Level	IMPT FOR SIGNATORIES !! SAO will translate all ECTS to US credits on the standard 2:1 ratio unless 1) there is a formal notice from the institution abroad that offers an alternative calculation; or 2) the student's major advisor [by signature on this form] determines the course is a direct equivalent of a UIC course.

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.**