COURSE PLANNING FORM INSTRUCTIONS – PLEASE READ CAREFULLY PRIOR TO COMPLETING FORM

- Please complete this form with a pen.
- A separate form is required for each semester you will be studying abroad.
- List more courses than you actually plan to take. By getting extra courses approved in advance, you will spend less time getting approvals should you need to change courses while abroad.
- Remember that some listed courses may not be taught the term that you are abroad; others may have prerequisites or enrollment restrictions.

**Course Approvals for Major/Minor requirements:**
- Speak to your education abroad advisor and academic advisor first about your plans.
- Provide a course description/syllabus for each course you want to take abroad to the department chair/designee for evaluation & signatures (Note: This is not required for USAC specialty, KCP or PUCE language/culture courses.)
- Make sure you get all necessary signatures from your department as they evaluate the courses.

**General Education Approvals:**
- Indicate courses you plan to take abroad and what UI General Education requirements you hope the course(s) will fulfill. Attach all course descriptions/syllabi to the form.
- Take the form to the appropriate department to review the course for the following two things:
  - To determine if there is a UI equivalent.
  - Assess if the content fits a General Education course in that area (Humanities or Social Science).
  - Note: If there is not an equivalent Humanities or Social Science course, you will need to submit an academic petition after your return to UI to have the course count in this category. Your academic advisor can help with this process.
- After review by an appropriate department, submit the form and details to the General Education Director (Admin 104) for approval.
- Your education abroad experience will fulfill your International requirement for General Education if you check the appropriate box on page 1 of your course planning form.
- After finalizing all other course reviews and obtaining signatures, submit the completed form to the Registrar’s Office.

**Final steps for all Course Planning forms:**
- The Registrar’s Office will check the articulations, determine number of UI credits for each course, and submit the final form to the Education Abroad Office.
- The Education Abroad Office will sign the form and upload the course planning form to your online UI study abroad application.
Education Abroad Course Planning Form
Please see instructions page prior to completing this form (Page 4), or in your online UI Study Abroad account.

Student’s name – please print                          Student ID Number (Term Abroad and Year)

☐ Fall  ☐ Spring  ☐ Summer  20____

Program Country City

For courses towards a UI major or minor:

<table>
<thead>
<tr>
<th>Foreign Course Information</th>
<th>UI Equivalent Course Information</th>
<th>Registrar</th>
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<tbody>
<tr>
<td>Course Number &amp; Title</td>
<td>UI Course Number &amp; Title</td>
<td>Indicate UD/LD if (000)</td>
</tr>
<tr>
<td>Course Credits</td>
<td></td>
<td>Dept. Signature Indicates course equivalent approval</td>
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<td>UI Credits</td>
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Free Electives:

<table>
<thead>
<tr>
<th>Foreign Course Number &amp; Title</th>
<th>Course Credits</th>
<th>Registrar/ UI Credits</th>
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I understand the courses I take will count as lower division free electives toward my UI degree:

Student Signature & Date:

I want my education abroad experience to fulfill the International General Education requirement: ☐
Education Abroad Course Planning Form

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<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Course Credits</th>
<th>Indicate requirement you want to fulfill</th>
<th>UI Course Number &amp; Title</th>
<th>Indicate UD/LD if (000)</th>
<th>Dept. Signature Indicates course equivalent approval</th>
<th>GE area approved</th>
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NOTES: General Education Content Assessment by department:

General Education Director/Desigenee Signature & Date:

***Please refer to the Course Planning Form Instructions page for details on the approval process for General Education Requirements.***

Note: Review of courses by appropriate departments and signature of the General Education Director are required. In addition, courses with no UI equivalency require review by the Academic Petition Committee upon return from abroad. See details on the Course Planning Form Instructions Page.
Education Abroad Course Planning Form

Student Agreement:
I read and understood the information and instructions provided in my online UI study abroad application regarding all details and conditions about study abroad courses and credit specified by the International Programs Office and the Office of the Registrar:

__________________________________________________________
Student Signature                                                  Date
__________________________________________________________

I have reviewed the courses listed above and have discussed with the student how they will meet requirements of their degree program(s). I approve the student’s choice of courses and participation in this education abroad program.

__________________________________________________________
Advisor Signature                                                  Date
__________________________________________________________

College Dean Signature*

__________________________________________________________
Date

__________________________________________________________
Registrar Signature                                                 Date

__________________________________________________________
Education Abroad Advisor Signature                                  Date

*The college dean’s signature is required for any upper-division study abroad coursework to count towards the UI residency requirement (a student must earn a minimum of 30 upper-division credits in UI courses. Study abroad and student exchange credits from UI affiliated programs/institutions may be counted towards this requirement with prior approval by the student’s academic department and dean.) See regulation J-2.