

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

- Speak to your education abroad advisor and academic advisor first about your study abroad plans.
- Please type out the fillable areas of the form. If you need to edit it by hand, please use pen.
- You can submit as many course planning forms as needed; the goal is that the forms submitted reflect the courses you end up taking abroad.
- A separate form is required for each semester you will study abroad.
- List more courses than you plan to take so you get alternative courses pre-approved should your first-choice course become unavailable.
- Carefully review your host university course offerings as they may not be taught the term that you are abroad, may have prerequisites or enrollment restrictions.

Course Approvals for Major/Minor requirements:

- Along with this form, 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 KCP or USAC Specialty Programs. See course equivalencies on the Registrar's Website: <https://www.uidaho.edu/registrar/transfer/abroad>)

- Make sure you get all necessary signatures from your department as they evaluate the courses.

General Education Approvals:

- Your education abroad experience fulfills the International requirement for General Education. If you haven't already fulfilled this requirement, check the box on page 1 of your course planning form. Upon successful completion of your program abroad, the International requirement will be marked as fulfilled by the Registrar's Office on your Degree Audit.
- 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 chair/designee to review the course and determine the following:
 - If there is a UI equivalent,
 - When a course doesn't have a UI equivalent, assess if the content fits a General Education course in that area (Humanities or Social Science).
- After review by the appropriate department, submit the form and details to your Education Abroad Advisor in the International Programs Office (LLC#3). The University Committee on General Education (UCGE) will review the course, and the form will be sent onto the Registrar's Office.
- Be sure to get all other course approvals and signatures in other areas before you work on General Education approvals. You can also use separate forms for different areas (i.e., one for major/minor courses, another for general education).
- **NOTE: General Education course approvals requested while abroad or upon return will be subject to the Petition Committee review.**

Final steps for all Course Planning forms:

- Take your completed form to the Registrar's Office, front desk or email it to registrarforms@uidaho.edu. The Registrar's Office will check the articulations, determine number of UI credits for each course, and submit the final form to Education Abroad, International Programs Office.
- Education Abroad will sign the form and upload the course planning form to your online UI study abroad application.

Education Abroad Course Planning Form

Student's name – please print Student ID Number Program Country City

For General Education Requirements:

Foreign Course Information			UI Equivalent Course Information			UCGE	Registrar
Course Number & Title	Course Credits	Indicate requirement you want to fulfill:	UI Course Number & Title	Indicate UD/LD if (000)	Dept. Signature Indicates course equivalent approval	GE area approved (Date & Initial)	UI Credits
NOTES: General Education Content Assessment by department:							
University Committee on General Education Chair 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 for courses and signature are required for courses determined to have an exact UI equivalent. The University Committee on General Education gives final approval for courses without exact UI equivalents.

Education Abroad Course Planning Form

Student Agreement:

I read and understood the information and instructions provides 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 toward this requirement with prior approval by the student's academic department and dean.) See regulation J-2.