

## Course Planning Form Instructions

### **Please read carefully prior to completing form:**

- Speak to your Education Abroad Advisor and Academic Advisor about your study abroad plans before completing this form.
- Carefully review your host university/study abroad program course offerings – not all classes are offered every term, there may be prerequisites, enrollment restrictions, etc.
- This form is fillable online or if opened using Adobe; however, to digitally sign in the signature fields, the document must be opened from Adobe on your desktop. Please type out the fillable areas of the form. If you need to edit it by hand, please use a 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.
- Tip: list alternate courses in the event your first-choice course becomes unavailable.

### **To start:**

- Write your name, Vandal number and program information at the top of pages 1 and 2.

### **For courses taken towards major and/or minor requirements:**

- Use the large box on page 1.
- Write the Course Number and Title in the “Course Number & Title” column, and the number of credits for each class in the “Course Credits” column. Leave the “UI Credits” column blank as it will be filled out by the Registrar.
- If your program is a USAC Specialty Program, look up the course articulations on the U of I Registrar’s website and write the course equivalencies in the “UI Course Number & Title” column.
  - List of USAC Specialty Programs: <https://usac.edu/academics/program-models>.
  - Registrar’s website: [www.uidaho.edu/registrar/transfer/abroad](http://www.uidaho.edu/registrar/transfer/abroad).
- If your program is anything other than USAC Specialty, collect the course descriptions and syllabi for your courses and take them along with this form to your academic department for evaluation.
- Notes to academic department evaluating the course:
  - If there is an equivalent course at U of I, indicate that course number and title in the “UI Course Number & Title” column.
  - If there is no equivalent course, write the course subject abbreviation (ex: HIST) followed by 000 in the “UI Course Number & Title” column and “UD” if upper division or “LD” if lower division in the “Indicate UD/LD if (000)” column.
  - Discuss if any courses may substitute or waive another degree requirement and plan to complete a Degree Audit Substitution/Waiver Request after grades from abroad have been received and posted.
- A signature from the academic department is required for all courses in the “Dept. Signature indicates course equivalent approval” column, except if the student is going on a USAC Specialty Program.

### **For courses taken as free electives:**

- Use the small box on page 1.
- Write the Course Number and Title in the “Foreign Course Number & Title” column, and the number of credits for each class in the “Course Credits” column.

- Check the box indicating that you understand courses taken as free electives will come back as lower division credit.
- Sign and date the signature box.

**For courses taken towards General Education requirements:**

- Use the box on page 2.
- Write the Course Number and Title in the “Course Number & Title” column, and the number of credits for each class in the “Course Credits” column.
- In the “Indicate requirement you want to fulfill” column, write “H” for Humanities or “S” for Social Sciences.
- If your program is a USAC Specialty Program, look up the course articulations on the U of I Registrar’s website and write the course equivalencies in the “UI Course Number & Title” column.
  - Registrar’s website: [www.uidaho.edu/registrar/transfer/abroad](http://www.uidaho.edu/registrar/transfer/abroad)
- If your program is anything other than USAC Specialty, collect the course descriptions and syllabi for your courses and take them along with this form to the appropriate academic department for evaluation. (Ex: if you are hoping to take a History class to fulfill the Social Sciences requirement, make an appointment with the Department of History.)
- Notes to academic department evaluating the course:
  - If there is an equivalent course at U of I, indicate that course number and title in the “UI Course Number & Title” column.
  - If there is no equivalent course, write the course subject abbreviation (ex: HIST) followed by 000 in the “UI Course Number & Title” column and “UD” if upper division or “LD” if lower division in the “Indicate UD/LD if (000)” column.
  - After course equivalency is determined, please assess if the course content fulfills the spirit/intent of the Gen Ed Humanities/Social Sciences requirements.
- A signature from the academic department is required for all courses in the “Dept. Signature indicates course equivalent approval” column, except if the student is going on a USAC Specialty Program.
- After review by the appropriate department, submit this form to your Education Abroad Advisor. Your advisor will submit the form to the University Committee on General Education (UCGE) for final approval, and will send the signed form to the Office of the Registrar.
- General Education course approvals requested while abroad or upon return will be subject to the Petition Committee to review.
- Note about the International (J-3-f) Gen Ed requirement: Your abroad experience can fulfill the International (J-3-f) Gen Ed requirement. If you haven’t already fulfilled this requirement, check the box on page 1.

**Final steps:**

- Sign and date the “Student Signature” line on page 3.
- Get signatures from your academic advisor and college dean (or designee), also on page 3.
- Take or send your completed form to the Office of the Registrar (Pitman Center 119, or [registrarforms@uidaho.edu](mailto:registrarforms@uidaho.edu)).
- The Registrar will send this form to your Education Abroad Advisor for final review and signature.
- Your completed form will be uploaded to your U of I Education Abroad application, and the “Course Planning Form (Received)” requirement will be checked off.



# 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
<b>NOTES: General Education Content Assessment by department:</b>							
<b>University Committee on General Education Chair Signature &amp; Date:</b>							

**\*\*\*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:

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Student Signature

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Date

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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.

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Advisor Signature

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Date

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College Dean Signature\*

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Date

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Registrar Signature

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Date

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Education Abroad Advisor Signature

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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.