

# University of Wisconsin-Whitewater Exchange Program Course Equivalency Form

**Student Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_

**Expected UWW Graduation Date:** \_\_\_\_\_

**Minor(s):** \_\_\_\_\_

**UWW Term(s) Abroad (select one):**     Fall 20\_\_     Academic Year 20\_\_

**Exchange Program:** \_\_\_\_\_

Winterim 20\_\_     Spring 20\_\_     Calendar Year 20\_\_     Summer 20\_\_

Proposed Courses to be taken at <b>Host Institution</b> (STUDENT COMPLETES)			Proposed Course Equivalencies at <b>UW-W</b> (FACULTY COORDINATOR, DEAN or DEPT. CHAIRPERSON COMPLETES)					Faculty Coordinator or Chairperson <sup>3</sup> Signature & Date	Faculty Coordinator or Chairperson Name (print)
Course No.	Host Institution Course Title	No. of Credits <sup>1</sup>	Course No.	UWW Course Title	No. of Credits Toward <sup>2</sup>				
					Mjr	Min	Elec		

- Students should work with the UW-W Faculty Coordinator of the exchange program to which they are applying, as well as their academic advisor, to determine which courses to take at the host institution and enter these in the leftmost columns of the worksheet.
- If the host institution courses have previously been approved for specific UWW course equivalencies, those UWW courses should be entered in the shaded columns, and the Faculty Coordinator should authorize. If host institution courses have not yet been evaluated for UWW course equivalencies, the host institution course descriptions should be submitted to the appropriate Dean, Department Chairperson, or other designee for review and authorizing signature.
- Where exact course equivalencies are lacking, departments may use the 497 “Exchange Study” course designation to allow credit.
- If enrollment at the host institution is extended for a second semester, UWW course equivalencies should be sought in the same way, prior to registration. UWW course credit and course equivalencies cannot be guaranteed without approval prior to registration.
- Exchange participants will be registered at UWW for an “Exchange Program Credit Block” while studying abroad. Courses listed above will be applied to students’ UWW transcripts upon UWW’s receipt of an acceptable official transcript from the host institution.

<sup>1</sup> Number of credits in the host institution’s credit numbering system.

<sup>2</sup> Number of US credits to be authorized. Please see the credit conversion guidelines on the reverse of this form, and contact the Center for Global Experiences for additional advice if necessary.

<sup>3</sup> Exchange Program Faculty Coordinator if courses have been previously evaluated; appropriate Dean, Chairperson, or other designee if new course equivalency authorization.

## Course Load and Credit Conversion Guidelines

Credit type	Exchange partner	Typical course load for exchange students	Typical credit weight per course	Recommended credit conversion
European (ECTS) credits	Arnhem Business School	30 ECTS credits	7.5 or 15 ECTS credits	Generally, 2 ECTS credits = 1 UW-W credit
	Burgundy School of Business	24-30 ECTS credits	3-5 ECTS credits	
	Cologne University of Applied Sciences	24-30 ECTS credits	5 ECTS credits	
	Hessen-Wisconsin Exchange	24-30 ECTS credits	Varies	
	Jonköping International Business School	30 ECTS credits	7.5 ECTS credits	
	Rouen Business School	30 ECTS credits	5 ECTS credits	
	Umea University	30 ECTS credits	7.5 ECTS credits	
	University of Agder	30 ECTS credits	7.5 or 10 ECTS credits	
	University of Bern	24 ECTS credits	2-6 ECTS credits	
	University of Carlos III Madrid	24-30 ECTS credits	6 ECTS credits	
UK credits	University of Jyväskylä	30 ECTS credits	4-8 ECTS credits	15 UK credits = 4 UW-W credits
	University of Mannheim	24-30 ECTS credits	2-6 ECTS credits	
	University of Southern Denmark	30 ECTS credits	5-10 ECTS credits	
	University of Hertfordshire	45-60 UK credits	15 UK credits	
	Deakin University	3-4 units (CGE recommends 4 units)	1 unit	
Australian units	University of Southern Queensland	4 units	1 unit	Deakin and USC: 1 unit = 3-4 UW-W credits Murdoch: 3 credit points = 4 UW-W credits; 4 credit points = 5 UW-W credits
	Murdoch University	9-12 credit points	3-4 credit points	
	Bentley Juaréz Autonomous University of Oaxaca	12-15 credits	3-5 credits	
	Kansai Gaidai University	14-17 credits	3-5 credits	
	Sophia University	12-16 credits	4 credits	
US-type credits	Tecnologico de Monterrey (ITESM)	12-18 credits	3 credits	1:1
	University Espíritu Santo	12-15 credits	3 credits	
	University of Guanajuato	4-5 courses	45-60 contact hours	
	University of Lima	4-5 courses	1 course = 3-4 UW-W credits 1 course = 3 UW-W credits	

Note: As in the US, courses may vary in credit weight. Please be sure to accurately record the credit weight of each host institution course for which you are seeking approval to ensure accurate credit conversion and that you meet UWW and host institution credit load requirements.

**Academic Residency Requirement:** A minimum of 30 units of UWW course work is required to qualify for an undergraduate degree. **At least 15 of these 30 units must be taken at UWW immediately prior to graduation.** See your academic advisor. (See the OGE for the Academic Residency Requirement Waiver Request Form)

Students pursuing any major in the BBA curriculum must complete course work in at least six courses (18-unit minimum) in their major field. A maximum of two transfer courses may count in the BBA major.

Upon completion of the above Course Equivalencies, please ensure the following signatures are obtained:

**Exchange Program Faculty Coordinator:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name (print)

**UWW Academic Advisor:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name (print)

**DECLARATION**

By signing this declaration I confirm that I understand the following:

1. UWW credit is pre-approved only for the courses indicated above.
2. If I add or change courses at a later date, I will have to obtain UWW approval. If approval is not obtained, host institution courses may not be eligible for UWW credit.
3. Credits and grades earned on my exchange program will be posted on my UWW academic record only after the Office of Global Experiences has received an official transcript from the host institution and converted the host institution courses and grades into UW-Whitewater courses and grades.

\_\_\_\_\_  
Student signature Date