

## COURSE EQUIVALENCY APPROVAL FORM STUDY ABROAD AND EXCHANGE PROGRAMS

TO: Department Chair / Departmental Undergraduate Faculty Advisor  
FROM: Center for International Education, Overseas Programs and Partnerships unit (CIE-OPP)

The student listed on the attached "Course Equivalency Approval Form" needs your assistance in determining the appropriate equivalencies for the courses they wish to take abroad. *This important approval form helps students to know that what they are taking abroad will be useful for making progress in their studies.* In order to evaluate courses taken abroad please read and consider the following:

- 1) Students should provide you with course descriptions and/or syllabi for your review
- 2) Please decide on one of three UWM course equivalents. This could be an exact equivalent, and exact equivalent with GER designation (see the full list of approved UWM courses for GER distribution here: [http://www4.uwm.edu/current\\_students/ger\\_information/gercourses.cfm](http://www4.uwm.edu/current_students/ger_information/gercourses.cfm)), or elective credit (for L&S elective credit please give the course level: this would be **(X)** for lower level or **(U)** for upper level; for other schools/colleges elective credit is just "**X**"). Also give the number of credits of the equivalent UWM course regardless of the number of foreign credits that may be listed. Additional credits will be considered as elective.
- 2a. **Only for Elective credits, L&S courses and L&S students: If you assign elective credit to a course, please recommend, if appropriate, L&S distribution credit (HU, SS, NS, INT) in the 3<sup>rd</sup> column. The recommendation may be considered in assigning transfer credit but is not binding.**
- 3) If not enough information is provided to you by the student you may opt to give a "tentative" equivalency by signing and dating the second to last column and ask the student to supply more info upon their arrival abroad or return. When this is accomplished, you will be asked to sign and date in the final approval box (last column).
- 4) Students must return this form to CIE/OPP. Please feel free to make a copy for your records.

### UWM-SPONSORED STUDY ABROAD AND EXCHANGE PROGRAMS

Students who participate on UWM Study Abroad and Exchange Programs earn **UWM credit** (not transfer credit) and grades are factored into their GPA. They are registered first in a 12-credit block of general study abroad credits using either -297 or -497 numbers for study abroad or EXMURAL 100 for exchanges. This provides them the means for full-time registration status so they can apply their financial aid toward overseas program costs. After they settle into courses abroad and report back to CIE-OPP, each course is assigned a section number of "-297 or -497" in their appropriate department. Upon the completion of the program, OPP receives a transcript from abroad and grades are converted and placed on the UWM transcript, with credit and equivalencies granted as approved through the respective Departments using the attached equivalency approval form. Overseas Programs and Partnerships will review the course equivalencies and confirm that the student completed the same courses previously evaluated by your department. If the student enrolls in a course that has not been evaluated, s/he will return to you to have it reviewed. Schools and Colleges use the Course Equivalency Approval Form as an internal reference document when conducting the graduation clearance audit for the student.

### NON-UWM SPONSORED PROGRAMS

Students receive **transfer credit** when attending non-UWM sponsored programs. Those who participate on non-UWM study abroad programs and want transfer credit must register through the Overseas Programs and Partnerships office. Students are registered in course "EXMURAL-099," a zero-credit placeholder module that provides students the means of applying their financial aid toward overseas program fees and maintain their UWM registration. Upon the completion of their program, the students' official foreign transcripts are sent to CIE-OPP. Overseas Programs and Partnerships will review the courses and confirm that the student completed the same courses previously evaluated by your department. If the student enrolls in a course that has not been previously evaluated, s/he will return to you to have it reviewed. Finally, the approval form and transcript are sent to Enrollment Services and the courses are placed on the UWM transcript as transfer credit.

Thank you. Your assistance is greatly appreciated!

## Where to go for course equivalency approvals:

\*All departments may not be listed. If you need help finding a department please contact the study abroad office.

### DEPARTMENTS:

Africology	MIT 214 / 229-4155
Anthropology	SAB 310 / 229-6323
Architecture	AUP 260 / 229-4330
Art History	MIT 151 / 229-4330
Bio Science	LAP 258 / 229-5137
Business	LUB N297 / 229-5271
Celtic Studies	HLT 285 / 229-6520
Chemistry	CHEM144 / 229-4411
Communication	MER 144 / 229-4261
Economics	BOL 868 / 229-4811
Education	END 209 / 229-4721
Engineering	EMS 503 / 229-4768
English	CRT 405 / 229-5912
Fine Arts	ART 243 / 229-4763
Geography	BOL 410 / 229-4866
History	HOL 342 / 229-4362
Inform. Studies	BOL 510G / 229-4707
Journ. & Mass Com.	JOH 110 / 229-4436
Mathematical Sci.	EMS 404 / 229-5264
Music	MUS 130 / 229-4393
Nursing	CUN 129 / 229-5481/5484
Philosophy	CRT 612 / 229-4719
Physics	PHY 412 / 229-4969
Political Science	BOL 674 / 229-4221
Psychology	GAR 227 / 229-4747

### FOREIGN LANGUAGES & LINGUISTICS:

Arabic	CRT 829 / 229-4312
Chinese	CRT 829 / 229-4312
Classics	CRT 809 / 229-6859
French	CRT 793 / 229-5897
German	CRT 833 / 229-4948
Greek	CRT 829 / 229-4312
Hebrew	CRT 818 / 229-5984
Irish	CRT 829 / 229-4312
Italian	CRT 789 / 229-5897
Japanese	CRT 829 / 229-4312
Latin	CRT 829 / 229-4312
Polish	CRT 829 / 229-4312
Portuguese	CRT 733 / 229-4257
Russian	CRT 829 / 229-4312
Spanish	CRT 733 / 229-4257
Swedish	CRT 829 / 229-4312

# COURSE EQUIVALENCY APPROVAL FORM

## Study Abroad and Exchange Programs

DATE RECEIVED IN OPP:  
\_\_\_\_\_

LAST Name \_\_\_\_\_

FIRST Name \_\_\_\_\_

STUDENT ID Number \_\_\_\_\_

EMAIL ADDRESS USED MOST REGULARLY: \_\_\_\_\_

Current Academic Program at UWM\*: \_\_\_\_\_

**\*Global Studies Majors MUST** complete a 3-credit international internship and 12 credits of coursework on academic overseas programs. UWM course equivalency for all credits earned on a study abroad or international exchange program, including the internship, MUST be approved PRIOR to departure by a Global Studies Academic Advisor.

Check if applicable:

- I receive financial aid and understand that I must successfully complete at least 12 credits in a semester or 6 credits during the summer to retain my full aid award.

Check **ONE** and fill out:

- UWM Sponsored Program** and Location: \_\_\_\_\_  
Semester and year of your studies abroad: \_\_\_\_\_
- Non-UWM Program** and Location: \_\_\_\_\_  
Semester and year of your studies abroad: \_\_\_\_\_

Check the list of approved UWM courses for GER distribution: [http://www4.uwm.edu/current\\_students/ger\\_information/gercourses.cfm](http://www4.uwm.edu/current_students/ger_information/gercourses.cfm)

**Instructions:** *STUDENT:* fill out only the first column listing the courses that you plan to take overseas. Give the sponsoring institution's course number, course title, and bring a description/syllabus of each, if possible (sometimes this occurs after you return from abroad).

*FACULTY ADVISOR/CHAIR:* In the 2<sup>nd</sup> column, recommend a UWM equivalent course (lower level = X / upper level = U elective credit, exact equivalent, or exact equivalent with GER) and assign the credit value of the equivalent UWM course. *The 3<sup>rd</sup> column is only for L&S students, L&S courses, and elective credits.* For each course, you may indicate "tentative" approval (column 4) or "final" approval (column 5). If only 'tentative' approval is given, the student will need to supply additional information (possibly post-program) before a final approval signature can be granted.

STUDY ABROAD COURSE TITLE AND NUMBER	UWM COURSE EQUIVALENT (exact, GER or elective) AND UWM COURSE CREDIT AMOUNT	IF L&S Student, L&S Course, and an Elective (U, X)  THEN recommend credit distribution, if appropriate (HU, NS, SS, INT)	DEPT CHAIR / FACULTY ADVISOR  <b>TENTATIVE Approval</b>  [SIGN AND DATE FOR EACH COURSE EVALUATED]	DEPT CHAIR / FACULTY ADVISOR  <b>FINAL APPROVAL</b>  [SIGN AND DATE FOR EACH COURSE EVALUATED]