



## Transfer Credit Agreement

THIS FORM IS FOR CURRENTLY ENROLLED UW-WHITEWATER STUDENTS ONLY

Do not submit the form if you have already completed the course. Submit an official transcript to the Admissions Office.

Requests that are not completed correctly will be returned to the student. Questions can be addressed at the Admissions Office in Roseman, by calling 262-472-1440 or emailing [transferadmit@uww.edu](mailto:transferadmit@uww.edu)

Requests that are not submitted electronically as an attached word document will not be processed.

1. Complete all sections of the form. You must provide course prefix, number and title (example: ENG 101, Freshman English).
2. Submit as a Word document to [transferadmit@uww.edu](mailto:transferadmit@uww.edu). Forms not sent in the correct format will not be processed. Please allow 3-4 weeks for processing.
3. Form will be emailed back to student at UW-W email address. Transfer Coordinator will **only** verify how courses transfer. It is the student's responsibility to obtain additional proper signatures, for any circumstances listed below. Form is submitted to appropriate Dean *after* course equivalency is verified by the Admissions Office.
4. Student is responsible for consultation with advisor to approve all requirements for major, minor, general education (if applicable) and satisfaction of requirements by courses designated as elective. It is the student's responsibility to contact your advisor for approval to substitute transfer courses for requirements in the major or minor.

Following circumstances require approval from the Assistant/Associate Dean of your college:

- Enrolling in a course at a two year institution after you have accumulated 72 credits towards graduation.
- Enrolling in a course during the last 15 credits toward graduation. The last 15 credits must be earned in UW-Whitewater courses.
- A minimum of 30 credits must be earned on the UW-Whitewater campus in order to receive a degree from UW-Whitewater.
- Courses initially attempted at UW-Whitewater **must** be repeated at UW-Whitewater for grade replacement. Repeating the equivalent of a UW-Whitewater course at another institution must be approved.
- Students who wish to enroll in a third attempt of a course must file an approved university appeal through the UW-Whitewater Registrar's Office, 2032 Roseman Building. NOTE: May need special permission to enroll in future courses at UW-Whitewater.
- Do not take courses at another college on a pass/fail basis without prior permission.

**Failure to obtain approval prior to completing the course, may result in courses not being transferred to UW-W record.**

If you require approval from the Assistant Dean for any circumstance mentioned above, email form received from the Admissions Office to appropriate Assistant Dean to request approval.

- College of Arts and Communication- Dr. Bob Mertens [mertensr@uww.edu](mailto:mertensr@uww.edu)
- College of Business and Economics- Dr. Robert Schramm [schrammr@uww.edu](mailto:schrammr@uww.edu)
- College of Education and Professional Studies- Dr. Robin Fox [Foxr@uww.edu](mailto:Foxr@uww.edu)
- College of Letter and Sciences- Dr. Susan Johnson [Johnsons@uww.edu](mailto:Johnsons@uww.edu)

**POLICIES REGARDING EARNING CREDITS AT ANOTHER INSTITUTION**

One or more of the following statements may pertain to your academic record. Please review each of these items completely:

- COURSEWORK TAKEN AT ANOTHER INSTITUTION DOES NOT AUTOMATICALLY COUNT FOR FINANCIAL AID ELIGIBILITY. Contact the Financial Aid Office to talk with the Consortium Agreement Coordinator to see if your aid will be affected by dual enrollment.
- The UW-Whitewater GPA is not affected by work taken at other colleges. **However**, the College of Business and Economics, the College of Education and Professional Studies, and Communications Department use a combined transfer GPA and UW-Whitewater GPA to determine eligibility for Majors and Graduation.
- A minimum of 25% of the major course credits and 25% of the minor course credits must be completed at UW-Whitewater.
- To be equated to the UW-Whitewater course(s) as indicated, the course(s) at the other institution must be taken for at least 2/3 of the number of semester credits assigned to the course(s) at UW-Whitewater.
- Business Majors: Courses from other institutions will not be accepted as equivalents of upper-division Business & Economics courses at UW-Whitewater unless you have earned at least 60 credits before taking the courses. At least 18 credits (21 credits for Accounting and IT) must be earned at UW-Whitewater in your major subject.
- Any course(s) transferring to UW-Whitewater as an elective course (ending in 999) may need to be personalized into your academic record. Check with your academic advisor prior to enrolling in the course to confirm the course will meet requirements. After your course(s) have transferred, please refer to your college to see if a personalization is required. This is most common for foreign language courses.
- Upon completion of course work, you must request final, official transcripts to be sent

to the address listed below. **Please note that faxed transcripts are not acceptable.**  
Once a transcript is received, please allow 4-6 weeks for the course to be added to your  
UW-Whitewater record.

UNDERGRADUATE ADMISSIONS OFFICE  
UW-Whitewater  
800 W Main St  
Whitewater, WI 53190-179

