[](http://www.uww.edu/)

**Request for**

**TRANSFER CREDIT AGREEMENT**

**Student instructions for requesting a Transfer Credit Agreement (TCA):**

**\*\*\*NOTE\*\*\* THIS FORM IS FOR CURRENTLY ENROLLED UW-WHITEWATER STUDENTS ONLY \*\*\***

1. Complete all sections of the transfer credit agreement form. Save as a new Word document.
2. Submit this form via email as an attachment to Sarah Oberdeck, transfer coordinator at: [transferadmit@uww.edu](mailto:transferadmit@uww.edu). Questions may also be directed to this email address.
3. Form must be submitted prior to registering for a course at the sending/transfer institution.
4. You must provide course prefix, number and title (example: ENG 101, Freshman English). Additional documentation may be required, including course descriptions or syllabi. It is best to provide course descriptions with this form.
5. This form is a request only. Submitting this form does not guarantee transfer of course(s) selected.
6. This form is not valid without proper signatures obtained after submission. Transfer Coordinator will review and if approved, sign and return a copy to you.

Name: Enter name Student ID Number: Enter ID

Major: Enter major Today’s Date: Enter date

The above mentioned studenthas requested toreceive credit for the following course(s) at UW-Whitewater upon presentation of an official transcript verifying successful completion of the corresponding courses(s) at:

*Sending Institution/Transfer School****:*** Enter text

*Semester/Term:* Term Year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept. & Course Number | **Course(s) at sending institution** | Dept. & Course Number | **Course(s) to UW-Whitewater** | # of Credits |
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Enter date

*\*NOTE: 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 elective. Also, any changes to the courses listed above must be reported to Transfer Coordinator. Failure to report changes and have them approved may invalidate this agreement.*

**CREDIT TRANSFER AGREEMENT**

One or more of the following statements may pertain to your Credit Transfer Agreement. Please review each of these items completely:

* The UW-Whitewater GPA is not affected by work taken at other colleges. **However**, the College of Business and Economics, the College of Education, the Social Work Department and Communications Department use a combined transfer GPA and UW-Whitewater GPA to determine eligibility for Majors and Graduation.
* Courses initially attempted at UW-Whitewater must be repeated at UW-Whitewater for grade replacement. If a course is repeated at another institution, it will not affect the UW-Whitewater GPA. However, both the first and second attempt will be calculated in the combined GPA. See repeat policy for credit restrictions. NOTE: May need special permission to enroll in future courses at UW-Whitewater.
* 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.
* After you have accumulated 72 credits toward graduation, do not enroll for work at a two-year institution without prior approval of the Dean of your college at UW-Whitewater.
* A minimum of 30 credits must be earned on the UW-Whitewater campus in order to receive a degree from UW-Whitewater without prior approval from the dean of your college.
* The last 15 credits toward graduation must be earned in UW-Whitewater courses without prior approval from the Dean of your college.
* A minimum of 25% of the major course credits and 25% of the minor course credits must be completed at UW-Whitewater.
* Do not take courses at another college on a pass/fail basis without first obtaining permission from your advisor 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. You must earn at UW-Whitewater at least 18 credits (21 credits for Accounting and Management Computer Systems Majors) 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. 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**. After your transcript has been received and processed, you will receive an updated Transfer Credit Evaluation. It will be your responsibility to contact your advisor for approval to substitute transfer courses taken under this agreement for requirements in your major or minor.

UNDERGRADUATE ADMISSIONS OFFICE

UW-Whitewater

800 W Main St

Whitewater, WI 53190-1791

* Requesting a copy of your transcript for personal use would be highly advised for future reference.