

# University of Wisconsin-Whitewater

## Transfer Credit Agreement Worksheet

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Student ID# \_\_\_\_\_

Major(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_

Program Name\* \_\_\_\_\_

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

*\*Include full university name (i.e. ISA Spain: University of Alicante)*

Winterim 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

Proposed Courses to be taken at Host Institution (STUDENT COMPLETES)			Recommended Transfer Equivalent at UWW (ADVISING COORDINATOR COMPLETES)				Advising Coordinator Signature	Advising Coordinator Name (print)	
Dept. & Course Number	Host Hours/ Credits	Host Institution Course Title	Dept. & Course Number	UWW Course Title	# of Credits Toward				
					Mjr	Min			Elec

- Students participating in a study abroad/away program for which you will earn transfer credit - **Partnership, Direct Enrollment, UW System, and Study Abroad Provider programs**—are required to obtain a **Transfer Credit Agreement (TCA) prior to departure from UW-Whitewater**. The TCA grants approval for study abroad credits to transfer back to UW-Whitewater.
- **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. See your academic advisor
- **Students must attend a Course Approval Workshop** to complete the above Transfer Credit Agreement Worksheet **with the proper Advising Coordinator(s)** to receive academic approval for courses abroad. Students must bring the course descriptions for their intended courses to this meeting.

The Advising Coordinator(s) will complete the Recommended Transfer Equivalents with the student.

- **Robert Mertens**, College of Arts and Communication;
- **Robert Schramm**, College of Business and Economics;
- **Kelli Danielski**, College of Education and Professional Studies;
- **Susan Johnson**, College of Letters and Sciences; General Education (GENED).
- **Pilar Meleró**, World Languages and Cultures.

- Students should have **more classes approved than they plan to take**. This will provide flexibility in their course selection or if course availability is limited.
- After completing this worksheet, **submit it to the Office of Global Experiences**, who will provide a scan to the student via the student’s study abroad portal.
- Failure to obtain a Transfer Credit Agreement **prior to a student’s departure** could mean that academic credit will not be accepted and/or acknowledged by UW-Whitewater upon a student’s return.
- Courses **will not be transferred** to Whitewater until the term is over and The Office of Global Experiences has received the official transcript from the host university or school of record.