

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 – **Exchange, 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 contact the Advising Coordinators** to complete the above Transfer Credit Agreement Worksheet 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;
- Kari Pahl**, College of Business and Economics;
- Kelli Danielski**, College of Education and Professional Studies;
- Annie LaValley**, College of Letters and Sciences; and
- Pilar Melero**, 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.

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	
	Jonkoping 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	
	University of Jyvaskyla	30 ECTS credits	4-8 ECTS credits	
	University of Mannheim	24-30 ECTS credits	2-6 ECTS credits	
University of Southern Denmark	30 ECTS credits	5-10 ECTS credits		
UK credits	University of Hertfordshire	45-60 UK credits	15 UK credits	15 UK credits = 4 UW-W credits
Australian units	Deakin University	3-4 units (OGE recommends 4 units)	1 unit	Deakin and USQ: 1 unit = 3-4 UW-W credits Murdoch: 3 credit points = 4 UW-W credits; 4 credit points = 5 UW-W credits
	University of Southern Queensland	4 units	1 unit	
	Murdoch University	9-12 credit points	3-4 credit points	
US-type credits	Benito Juarez Autonomous University of Oaxaca	12-15 credits	3-5 credits	1:1
	Kansai Gaidai University	14-17 credits	3-5 credits	1:1
	Sophia University	12-16 credits	4 credits	1:1
	Tecnologico de Monterrey (ITESM)	12-18 credits	3 credits	1:1
	University Espiritu Santo	12-15 credits	3 credits	1:1
	University of Guanajuato	4-5 courses	45-60 contact hours	1 course = 3-4 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.