

## Transfer Credit Agreement Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID# \_\_\_\_\_  
 Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_  
 Program Name (include university name where applicable) \_\_\_\_\_ UWW Term(s) Abroad: \_\_\_\_\_

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

### NOTES ON COMPLETING THE FORM

- Students participating in a study abroad program for which they will earn transfer credit are required to submit a Transfer Credit Agreement (TCA) prior to departure. The TCA grants approval for study abroad credits to transfer back to UW-Whitewater.
- Academic Residency Requirement: 30 units of UWW course work is required to qualify for an undergraduate degree. Normally, the last 15 of these 30 must be taken at UWW. See the CGE for an Academic Residency Requirement Waiver Request Form.
- Students pursuing a BBA may only count a maximum of two transfer courses toward their major. See your academic advisor.
- Students must contact the Advising Coordinators to receive academic approval for courses not already approved on the Course Equivalency Database. Students must bring course descriptions for intended courses.
- Students should have more classes approved than they plan to take. This provides flexibility if course availability is limited.

See the following Advising Coordinators to complete and approve your Recommended Transfer Equivalents:

- Robert Mertens, College of Arts and Communication
- Kari Pahl, College of Business and Economics
- Steven Fischer, College of Education and Professional Studies
- Susan Johnson, College of Letters and Sciences; General Education
- Pilar Melero, World Languages and Cultures
- After completing this worksheet, submit it to the Center for Global Education, who will upload a copy to the student's study abroad portal.
- Failure to obtain a Transfer Credit Agreement prior to departure could mean that academic credit will not be accepted or acknowledged by UW-Whitewater upon the student's return.
- Courses will not be transferred to Whitewater until the term is over and the Center for Global Education has received the official transcript directly 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.