

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____
☐ Winterim 20____ ☐ Spring 20____ ☐ Summer 20____

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

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.
- 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 Coordinators are:
Robert Mertens, College of Arts and Communication;
Robert Schramm, College of Business and Economics;
Kelli Danielski, College of Education and Professional Studies;
Elizabeth Hachten, College of Letters and Sciences; and
Alicia de Gregorio, Foreign Language and Literature.
- The Advising Coordinator(s) will complete the Recommended Transfer Equivalents with the student.
- 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 UW-Whitewater has received the official transcript from the host university or school of record.**