

UW-Madison College of Engineering
Course Approval Form for Official Off-Campus Study

Name _____ Campus ID _____ Date _____
 Email Address _____ Current Classification (e.g., EGR, CEE, ME) _____
 School (include City and State or Country) you plan to attend _____
 _____ Dates of Attendance _____

Course equivalencies are official if listed on the websites below. No need to file this form.

- Transfer Information System (TIS) www.uwsa.edu/tis for courses at UW-System Colleges and Wisconsin Technical Colleges.
- Transfer Equivalency Database (TED) www.admissions.wisc.edu/transfer/ted/index.php for courses at selected Illinois, Minnesota, and Wisconsin institutions.

For all other courses: You may submit up to four (4) courses for review. Fill out the information below and attach these materials:

- Course description or syllabus from the web and the website URL (the more information, the better).
- Course descriptions for any prerequisites.

Dept. Abbrev.	Course No.	Course Name	No. of Credits	UW-Madison course or requirement you want to satisfy	Dept.	Office Use ONLY			
						UW-Madison Equivalency Course No. *	Ethnic St.	Breadth	Level

* "Elective" indicates that although the course is not equivalent to one at UW-Madison, the credits will transfer.

Return this form to: Engineering General Resources (EGR) Office
1150 Engineering Hall, 1415 Engineering Drive
Madison, WI 53706 Fax: 608-265-3501

Pick up the form four to five days later (after review). The equivalency is official.

Final Grades. Students must complete an off-campus course with a letter grade of "C" (2.0/4.0 scale) or better for the credits to count toward their engineering degree program.

Pass/Fail. Engineering students may not put an off-campus course on pass/fail.

Summer Credit Load. Students may transfer up to one credit per week of instruction, e.g., 3 credits for a 3-week session (exception: 9 credits are allowed for a regular 8-week session). Students may transfer no more than 12 credits total for the entire summer term. *Consult your advisor when planning your courses and credit load.*

Final Transcript. After completing the course, request **TWO official transcripts** from the institution. Keep one for yourself, and **send one to the EGR Office (address above).**

Credit Posting. After the EGR Office receives the transcript, the credits will be posted and a credit evaluation report will be placed in your file. Check your DARS to make sure that the credits transferred as expected.

(More on next page)

Transfer Credit Policies – College of Engineering

Final Grades. Students must complete an off-campus course with a grade of “C” (2.0/4.0 scale) or better for the credits to count toward their engineering degree program. The grade appears as “T” on the UW-Madison transcript and does not compute into GPA calculations.

Pass/Fail. Engineering students may not put an off-campus course on pass/fail. Courses must be taken for a letter grade.

Credits. Students receive the same number of credits as awarded by the granting institution. If the institution is not on the semester system, the transfer credits will be converted to semester credits.

Quarter System. Quarter-system credits are converted $\times .666$ to semester credits. If courses are taught in a sequence of three quarters (e.g., Calc I, II, III), a single course will likely not equate to a semester course here.

English 118. Students who are required to take English 118 to fulfill Communication Part A must complete the course at UW-Madison. Students may not substitute other communication/English courses for English 118.

Two-Year College Courses. Students may transfer a maximum of 72 credits from two-year colleges.

Seniors. See College of Engineering Regulation 34E. Seniors in the College of Engineering must complete their last two semesters (summer not included) in residence at UW-Madison as full-time students.

Seniors must complete UW-Extension Independent Learning courses by the official end date (last class day) of the term in which they plan to graduate. For the exact end date, ask in 2620 Engineering Hall.

Summer Course Planning. Students should consult with their engineering advisor when planning summer study. Continuing students in engineering may register for any summer program of study for which they qualify. It is assumed that students will register at an accredited institution, that the courses taken are appropriate for their degree program, and that the courses do not duplicate work previously completed.

Course Equivalency Process. Before taking an off-campus course, find out the transfer equivalency and confirm that it will fulfill an engineering degree requirement.

1. Go online to find the institution of interest, consult its timetable, and identify possible courses to take.
2. Check the TIS and TED websites. For courses shown on the sites, the equivalencies are official.

TIS (Transfer Information System): <http://tis.uwsa.edu/>

Equivalencies for UW-System and Wisconsin Technical College courses, including UW-Colleges Online and UW-Extension Independent Learning. Most freshman- and sophomore-level courses are on TIS.

TED (Transfer Equivalency Database): <http://www.admissions.wisc.edu/transfer/ted/index.php>

Equivalencies for selected Illinois, Minnesota, and Wisconsin institutions.

3. For all other courses, submit the “Course Approval Form for Official Off-Campus Study” (see front page; form is also available in the EGR Office, 1150 Engineering Hall) or consult with Bonnie Schmidt (see below).
4. Consult with your advisor to confirm that the equivalency will satisfy your degree requirement as expected.

Questions About Off-Campus Courses and Credit Transfer?

Please consult: Bonnie Schmidt
Student Services Office
2620 Engineering Hall
schmidt@enr.wisc.edu, 608-262-4822
Walk-In Hours: Tues. 10 am - Noon, Wed. 1 - 3 pm
Appointment: Call 608-262-2473 or 608-262-3484