

STUDY ABROAD HANDBOOK: ACADEMICS

CONTENTS: ACADEMICS-STUDY ABROAD HANDBOOK

General Information & Additional Resources.....	2
Steps for UWEC Study Abroad Registration	2
INTA/INTX Course Codes.....	2
Registration at Your Host Site	2
Registering While Abroad for Your Next Semester at UWEC	3
Class Attendance	3
Credits and Course Load.....	3
Course Equivalencies	4
Petitioning a Course to Count Differently (Substitution)	4
Liberal Education: Integrative Learning.....	4
Four-Year Contract Plan	5
Grades	5
Why Grades Count in Your UWEC GPA.....	5
Transcripts/Grade-Posting Timeline	5
Accessing the UWEC Library	5
Service-Learning	6

STUDY ABROAD HANDBOOK: ACADEMICS

GENERAL INFORMATION & ADDITIONAL RESOURCES

This section of the Study Abroad Handbook contains academic information that applies to all UWEC students going abroad through the Center for International Education. For academic information specific to your study abroad program, see the “Academics” section of your program’s page on the [study abroad website](#).

STEPS FOR UWEC STUDY ABROAD REGISTRATION

1. Go to your MyBlugold CampS account and **sign your online PPA for the term you will be abroad**. NO ONE in your program can be registered for study abroad until EVERYONE signs their PPA. Delayed registration can have significant consequences for students who use financial aid.
2. **Pay any outstanding tuition and fees for the current term/past terms**. Until you do, you cannot be registered for study abroad.
3. That’s it! Once you have signed your PPA and paid all UWEC bills, the Registrar’s staff will register you for your program under a **temporary course number** for the term.

INTA/INTX COURSE CODES

Your temporary course number has an INTA or INTX prefix. The temporary course number carries 12 credits for a semester program. Summer and Winterim credits vary by program. **You may be taking more credits at your host university than the temporary course code indicates. Once your grades from your host site arrive, your actual classes, credits, and grades will be posted on your UWEC transcript.**

The INTA or INTX registration code will remain on your transcript as a historical record for study abroad; however, no credits will be listed and the grade will appear as “NA”. For example:

INTA 318-021 (1455)	LIMERICK, IRELAND (Lecture)	A-F Grades Only	NA	✓
---	--------------------------------	--------------------	----	---

REGISTRATION AT YOUR HOST SITE

Program-specific registration information is in your UWEC program guide, located in the “Overview” section of your program’s page on the [study abroad website](#) (scroll towards the

Center for Disease Control Information

bottom. For example:

[South Africa, Stellenbosch Program Guide 2021](#)

Program guide for spring 2021 through fall 2021.

OR in the Academic Guide in your [Gateway account for USAC participants](#).

STUDY ABROAD HANDBOOK: ACADEMICS

We strongly recommend that you consult with your UWEC academic advisor (ARCC advisor) as you plan your courses abroad. But keep in mind that UWEC does not control course availability and access at partner organizations and cannot guarantee specific courses abroad.

REGISTERING WHILE ABROAD FOR YOUR NEXT SEMESTER AT UWEC

If you are abroad for a semester, you will receive two e-mails in early-mid March (fall) or early-mid October (spring):

1. From the CIE, when the class schedule is available on-line.
2. From Blugold Central - Registrar, with a link to instructions on how to find your appointment time in your MyBlugold CampS account.

Emails

Emails regarding registration may also come from your Academic Advisor, Faculty Advisor, and Blugold Central. Make sure you are monitoring your UWEC email account while away.

Advising Required Hold: Are you a sophomore (<60 credits completed) or in a UWEC college that requires advising to register? **You must connect with your advisor prior to registration and then they will remove the Advising Required Hold.**

Registering for the Semester you Return: You will register through MyBlugold CampS, just as if you were on campus, and can check your final registration online. **Due to different time zones and academic calendars, your registration time may not be convenient for you! Personal travel is not a valid reason to not register yourself.**

Registering for Winterim/Summer:

- The Winterim schedule is available at the same time as the spring schedule, in early-mid October, with registration happening in October.
- The summer schedule is available online in December, with registration opening in February. Register for Winterim or summer courses online.

CLASS ATTENDANCE

You must follow the attendance policies of your host institution. In general, you must attend all scheduled classes and field trips unless illness or other unavoidable circumstances make this impossible. Absences must be approved in advance by the instructor and may result in lower grades.

CREDITS AND COURSE LOAD

- Credits earned on UWEC programs abroad are **UWEC resident credits**.
- Classes you take abroad **count towards total UWEC graduation** credits.
- **Grades from abroad will be figured into your UWEC GPA.**
- Semester students **must carry a full-time course load** (12-18 credits/semester). Dropping below full-time status may result in loss of financial aid, scholarships and/or insurance coverage. It may also jeopardize your visa status in your host country. It must be approved in advance by the onsite coordinator at your host site and the CIE.

STUDY ABROAD HANDBOOK: ACADEMICS

COURSE EQUIVALENCIES

UWEC department chairs establish UWEC course equivalencies. Equivalencies may be on the Academics Page of each program found on the [study abroad website](#), and/or on the [Transfer Credit Wizard](#).

If a course you are interested in taking is not listed on the Academics page or on Transfer Credit Wizard, check your program guide to learn when new course equivalencies are established for your program.

It is unusual for an equivalency to be changed, but if you believe an established equivalency is incorrect, you can request to have the course re-evaluated. This can be done before or after you take the course. You will need to provide documentation in the form of a course description, syllabus, reading list, and/or returned exams/papers, to support your request.

PETITIONING A COURSE TO COUNT DIFFERENTLY (SUBSTITUTION)

If an established equivalency is correct, but you hope to have a course count toward a graduation requirement where it doesn't currently apply, discuss a petition for substitution with your academic or faculty advisor, or the relevant department chair. The petition e-form is online, but your advisor or the department chair must initiate it. **Save all class materials and begin this process after you return and once your study abroad credits are posted to your UWEC transcript.** Follow these steps:

- 1) Supply the information the advisor/department chair needs:
 - Your college, your expected graduation date and which catalog year you are under.
 - Which course you want to petition, how it currently counts at UWEC, and how you would like it to count instead.
 - A brief course description.
 - The course syllabus/reading list.
 - Any exams or papers that you turned in.
- 2) If the advisor/chair supports the petition, they will initiate the form for the petition.
- 3) The e-form will be routed through the necessary people for approval.
- 4) If everyone approves, the petition will be routed to Degree Review to update your degree audit. Once the degree audit is updated, you will receive an email confirmation with a copy of the petition.

LIBERAL EDUCATION: INTEGRATIVE LEARNING

Students in catalog years 2016 and later can fulfill an integrative learning (I1) requirement upon completion of the study abroad integrative learning assignments before, during and, in some cases, after study abroad.

The pre-departure assignments are integrated into INTS 145, Study Abroad Orientation. Those who wish to complete while abroad/upon return assignments to fulfill an I1 requirement must opt in during the semester before you go abroad. You will be notified via INTS 145 when the enrollment period is active.

STUDY ABROAD HANDBOOK: ACADEMICS

If you opt-in to complete the requirement, you will be placed in an INTS 145 group that will remain active for the term you are abroad. You will asynchronously complete the remaining 11 assignments by the posted due dates to fulfill the requirement.

FOUR-YEAR CONTRACT PLAN

If you have a four-year contract plan and have specific requirements or courses you must take when abroad, do careful research. The Transfer Credit Wizard is a great resource, **but it is a historical document**. Again, UWEC does not control course availability and access at partner organizations and cannot guarantee specific courses abroad. For questions, please contact your UWEC Study Abroad Manager and your academic advisor.

GRADES

If your host site does not grade on the U.S. system, your grades from abroad will be converted as approved by the UWEC Registrar. Grade conversion charts are on the Academics Page of your program, found on the [study abroad website](#). **UWEC students abroad are not allowed to take classes pass/fail, and grades from your host site are posted to your UWEC transcript and figured into your UWEC GPA.**

WHY GRADES COUNT IN YOUR UWEC GPA

While abroad, you may learn from other U.S. students that their study abroad grades will not be factored into their home university GPA. They will get transfer or pass/fail (S/U) credit. Why does UWEC include study abroad grades in students' GPAs?

1. **Study abroad is an integral part of your academic career.** It is not a vacation or a trip. The cultural and personal learning is valuable, but academics take precedence from the University's perspective.
2. **UWEC grants resident credit**, rather than transfer credit, for its study abroad programs. This is to your advantage in several ways: you remain a regularly enrolled UWEC student, you do not have a semester of transfer credit on your transcript, and, if you are a senior, your last 24 credits are considered in residence.
3. **You can only take 12 credits pass/fail (S/U) during your entire academic career.** Most majors and minors allow only one S/U course to count, and some UWEC programs restrict S/U registration even further.
4. **Many graduate and professional schools will not accept S/U grades.** Study abroad students with S/U grades must contact the host institution and request an official copy of the transcript for the graduate school. This often takes a long time, and the official copy will not have grades translated into the U.S. system.

TRANSCRIPTS/GRADE-POSTING TIMELINE

Your host site will send a grade report or transcript to UWEC, and courses/grades will be posted to your UWEC transcript. Grades from abroad are entered after on-campus grades, so even if your semester is done before the UWEC semester ends, **you may initially receive a grade report with "NR" (not reported)**. In many cases, the term abroad ends later than the UWEC semester, or the grading system has an outside review built in, which makes grade reporting a longer process than it is here.

STUDY ABROAD HANDBOOK: ACADEMICS

Different timelines for grade reporting may affect you if:

1. You are a **senior studying abroad for your last term**. The UWEC Registrar must receive grades within 42 days of the last day of the UWEC semester to confirm your graduation that semester.
2. You plan to **apply to a UWEC professional program** or other program that requires a transcript review for admission.
3. You plan to **transfer to a different university** at the end of your study abroad term.

Check your UWEC program guide or your USAC Transcript and Reporting Guide to see if your grades are likely to be available in time for the situations above. Our partners abroad are unable to change their usual timelines to accommodate such deadlines.

NCAA Eligibility: To be eligible to compete under NCAA rules, athletes must show acceptable academic progression towards graduation. Delayed transcript reporting deadlines may create issues with NCAA eligibility if not addressed in advance. **Contact UWEC's NCAA Compliance officer for details on what is acceptable proof if the official transcript is not yet available.**

ACCESSING THE UWEC LIBRARY

You have access to library collections and services even when you are not on campus. Visit the [library website](#) to find journal and newspaper articles, ebooks, streamed videos, digital collections, and more. Get research assistance from a librarian using online chat, email, phone, or by setting up a virtual appointment.

SERVICE-LEARNING

A service-learning project is an opportunity to serve your community in a meaningful way. Projects are intended to benefit those served and make an impact on the community—but the impact goes both ways! You will also learn about the organization you serve and how it serves the community.

To meet the graduation requirement, service-learning projects must be in increments of 15 hours with two different organizations or 30 hours with one organization. The full service-learning requirement is 30 hours.

To do your service-learning abroad, you will need to identify a project and work with UWEC's Service Learning for project approval. **Steps to follow:**

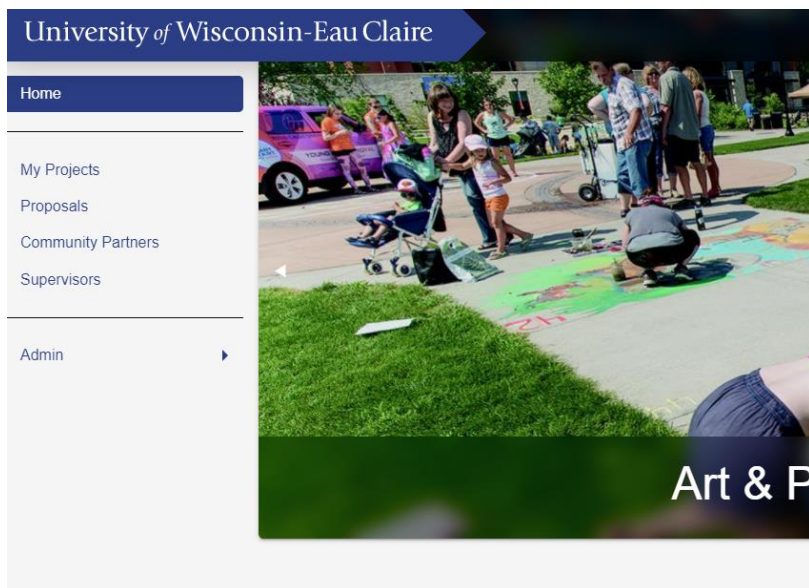
1. Identify a project.

Many host sites have offices or other resources available to help you identify projects. For the non-credit option, you must work with both a project supervisor in your community abroad and a UWEC faculty/staff mentor to organize, conduct, and complete the project.

STUDY ABROAD HANDBOOK: ACADEMICS

2. Use your UWEC login to get to the [service-learning application](#). If you are filling out an independent application there is a great video to help you - [Filling Out an Independent Application](#)

3. See if the community partner is listed in tab on the left.



If you do not see the community partner listed under the *Community Partners* tab in the service-learning application, email the following information to svrlearn@uwec.edu:

Name of Organization:

Address, Phone Number, & Website of Organization:

Name of Project Supervisor (this is the on-site person who knows of the service the student is providing and can verify the number of hours on the project):

Email of Project Supervisor:

4. Create the project in the [service-learning application](#).

For the non-credit option, you must work with both a project supervisor in your community abroad and a UWEC faculty/staff mentor to organize, conduct, and complete the project.

- a. The **supervisor** is the project supervisor in the **organization**. See #3, above.
- b. Your **mentor** can be any **UWEC faculty/staff** member or your **UWEC Study Abroad Manager**.

Contact the person you would like to serve as a mentor before listing them in the application.

If you are having your Study Abroad Manager act as your mentor, for the question, **“How would you like your mentor to be involved in your project?”**, state that your mentor will read and comment on your reflection paper and may ask you follow-up questions as necessary.

5. Follow the emailed instructions once the project has been approved.

STUDY ABROAD HANDBOOK: ACADEMICS

Questions? Check out the [service-learning FAQ for students](#) document, email svlearn@uwec.edu or call 715-836-4649.