## CONTENTS: ACADEMICS-STUDY ABROAD HANDBOOK

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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. Students on non-USAC programs can also find information in the UWEC Program Guide on the “Overview” section of the UWEC program webpage. USAC students can find more information in their USAC Gateway account.

STEPS FOR UWEC STUDY ABROAD REGISTRATION

1. Go to your MyBlugold CampS account, click on the “Tasks” tile, and complete the following holds:
   a. **Sign your online PPA for the term you will be abroad.**
   b. Update Contact Information by clicking on the appropriate task line.
   c. **No one** in your program can be registered for study abroad until **everyone** has lifted these holds. 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, updated your contact information, 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:

<table>
<thead>
<tr>
<th>INTA 318-021</th>
<th>LIMERICK, IRELAND (Lecture)</th>
<th>A-F Grades Only</th>
<th>NA</th>
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<td>(1455)</td>
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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 bottom). For example:

Center for Disease Control Information

Australia, Lismore Program Guide 2024

Program guide for Spring 2024 through Fall 2024.

OR in the Academic Guide in your Gateway account for USAC participants.

We strongly recommend that you consult with your UWEC ARCC advisor and/or faculty advisor as you plan your courses abroad. Keep in mind that UWEC does not control course availability and/or 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 programs) or early-mid October (spring programs):

1. From the CIE, when the class schedule is available online.
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 (over 60 credits completed) or in a UWEC college that requires advising to register? You must connect with your advisor prior to registration for them to 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.
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- 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.

COURSE EQUIVALENCIES

UWEC department chairs establish UWEC course equivalencies. Equivalencies may be listed 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, contact your UWEC Study Abroad Manager with the course information and request an equivalency be established.

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 does not 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:
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• 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 participating on a CIE program can fulfill one Integrative Learning (I1) requirement by completing two short assignments: one prior to going, and one while abroad or after returning to the U.S. This is not automatically granted when a student studies abroad.

As part of INTS 145: Study Abroad Orientation, students will opt-in to complete the I1 through study abroad and submit the first assignment. Students who opt-in will then complete the additional assignment via the INTS 145 Canvas course during the term they are abroad and/or after they return home, depending on the term and the program dates.

Both assignments need to be completed to receive I1 credit. If a student does not opt-in during INTS 145, they cannot be retroactively added.

Detailed assignment instructions will be available closer to the submission date. The assignments consist of a handful of short answer questions and will be submitted as Word document or PDF via Canvas.

FOUR-YEAR CONTRACT PLAN

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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. **Studying abroad is an integral part of your academic career.** It is not a vacation or a trip. Cultural and personal learning is valuable, but academics take precedence from the University’s perspective.

2. **UWEC grants resident credits**, rather than transfer credits, 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 credits 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. If study abroad courses were pass/fail, it would limit the number of courses you could take while abroad.
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.

**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 access journal and newspaper articles, eBooks and audiobooks, 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 project 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.

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 the 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 *srvlearn@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.
   
a. 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.

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

Contact the person you would like to have 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.

Questions? Check out the service-learning FAQ for students document, email srvlearn@uwec.edu or call 715-836-4649.