

STUDY ABROAD HANDBOOK: ACADEMICS

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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](#).

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.

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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	
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REGISTRATION AT YOUR HOST SITE

Program-specific registration information is in your UWEC program guide, located in the “Learn More” section of your program’s page on the [study abroad website](#) OR in the Academic Guide in your Gateway account for USAC participants. 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

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 instructions on how to access your degree audit and registration time via your MyBlugold CampS account

PAC Code: If you are a sophomore (<60 credits completed) or are in a UWEC college that requires a PAC code to register, **you must e-mail your academic advisor to get your code.**

Registration for the Semester: 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 around the world, your registration time may not be convenient for you!**

If you absolutely cannot access MyBlugold CampS, **you can register by e-mail.** Directions will be in the CIE class schedule e-mail. You will be registered as close to your assigned registration time as possible; the person registering you is not responsible for incorrect/incomplete information. **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; the summer schedule is available online in December. You can register for Winterim or summer courses online.

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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 graduation** credits.
- **Grades 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 and must be approved in advance by the CIE.

COURSE EQUIVALENCIES

UWEC department chairs establish UWEC course equivalencies. Equivalencies are on 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. You will need to begin this process after you return. 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, and how you would like it to count instead
 - a brief course description
 - course syllabus
 - course reading list
 - any exams or papers that you turned in

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- 2) If the advisor/chair supports the petition, they will input the information (at which point you will be able to view the e-form)
- 3) The e-form will be routed through the necessary people for approval
- 4) If everyone approves, it will be routed to Degree Review and they will update your degree audit

LIBERAL EDUCATION INTEGRATIVE LEARNING

Students in catalog years 2016 and later can fulfill an integrated learning (I1) requirement upon completion of the study abroad integrative learning assignments. This is not automatic: you must opt in during the semester before you go abroad to be enrolled in the Integrative Learning Canvas site. Student who opt-in will receive additional guidance on the Integrative Learning assignments.

By completing assignments prior to departure, you will identify a topic that you already have some academic background in, explore the topic further in an assignment while you are abroad, and complete a reflective assignment upon return.

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. While the Transfer Credit Wizard is a great resource, **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 coordinator 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 count 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 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.

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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.

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 in order to confirm your graduation that semester.
2. You plan to **apply for admission 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

UWEC McIntyre librarians are available to assist you with your research questions, even when you are in another country. You can reach a librarian by e-mail, phone or online chat through the [“Ask Us”](#) page on the [library website](#).

Journal Articles: You have access to the library’s online journal article collection even when you are not on campus. You even have access to journal articles from its print collection. Library staff will scan and e-mail articles to students abroad at no charge.

Books: You also have access to more than 8000 e-books on a broad range of subjects through the McIntyre Library Catalog.

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SERVICE-LEARNING

To do your service-learning abroad, you will need to identify a project and work with the [UWEC Center for Service Learning](#) for project approval.

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.

Your UWEC study abroad coordinator will serve as your UWEC Mentor if asked. If you are having your study abroad coordinator 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.