

UWL Education Abroad Academic Plan

DEADLINES: Winter/Spring – **November 15** • Summer/Fall/Academic Year – **April 15**

1. **Complete the student portion of the Academic Plan.** You are responsible for choosing your courses from your school abroad/away, finding the UWL equivalent in the course catalog (<https://catalog.uwlax.edu/undergraduate/>), and obtaining the international course descriptions/syllabi.
 - a. **You must attach the international course syllabi/descriptions with your plan.**
 - b. Links and/or descriptions in the comment section will not be accepted.
 - c. All syllabi/descriptions *must* be in English. It is your responsibility to translate if needed.
2. **Save and submit the plan and course descriptions/syllabi to international@uwlax.edu.**
 - a. Once we receive all these materials we will send your plan to each department for review.
3. **IEE will send your plan and supporting documents to the department approvers.**
 - a. Academic Plans **may take 2-3 weeks** to be completed by departments.
 - b. Only signed plans will be accepted, *no* e-mail approvals will be allowed.
 - c. If an approver suggests an alternate class in the plan, we accept that as an approval.
 - d. If a class is *not approved*, you may find a different class and submit a new Academic Plan with supporting documentation for that class(es) to international@uwlax.edu. You only need to submit the new class(es), you do not need to add the classes that were already approved.
4. **Review and sign your completed academic plan.**
 - a. Once the plan is completed by the approvers, a copy will be sent to you and your Academic Advisor to sign once you've reviewed it. The copy will be sent back to you via email from "international via DocuSign" for that final signature.
 - a. Even if you have classes denied you still **must** sign the plan.
5. **Keep a copy of your Academic Plan for your own records.** You might need to refer to this list when you are registering for courses after your arrival at the institution abroad.

Other Notes

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| What happens if I do not submit an Academic Plan? If you need specific UWL credits, you MUST submit an Education Abroad Academic Plan. Your Academic Plan will determine how your courses from abroad will transfer to UWL. If you do not submit an Academic Plan, credits will transfer as general elective credit. | IEE is aware that students participating in <i>certain programs</i> might not be able to complete their Academic Plan by the deadlines. In some cases, students might not be able to complete it until they arrive at their host institution abroad or when they return to UWL after their semester abroad. If this is your case, you MUST communicate with your UWL international program manager. | Meet with your Academic Advisor. It is your responsibility to find the class you want to take and the equivalents, but you should meet with your academic advisor to discuss your plans and how your courses fit into your program. | You need to be enrolled full-time (12 U.S. credits) during your semester abroad if you are participating in a semester or academic year program. | If you are planning to take a course abroad that is a prerequisite for a course you are planning to take when you return to campus, you must get an override before you leave. If you do not get an override, you will not be able to register for that course while you are abroad. |
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| Student Name: | Student ID #: | Term/Year of Study Abroad: | Major: | Academic Advisor: |
| Student E-Mail: | Education Abroad Program: | | | Academic Advisor E-Mail: |

| TO BE COMPLETED BY STUDENT | | | | | TO BE COMPLETED BY CHAIR/LANGUAGE FACULTY | | TO BE COMPLETED BY GEN ED COORDINATOR |
|---------------------------------|-----------------------|--|------------------------------------|--|---|--|---|
| Foreign Course # (if available) | Int'l Credits | Foreign Course Title | Using for Gen Ed? NO or List Which | UWL Course # or 000L/000U | Chair/Language Faculty Signature: | IF you approve this course, do you approve it for 5 years? | General Education Coordinator Signature: |
| EXAMPLE: GRO 118 | EX: 12 ECTS | EXAMPLE: Introduction to Graphic Design | EXAMPLE: GE 07 | EXAMPLE: ART 206 | EXAMPLE: <i>Dr. Seuss</i> | | EXAMPLE: <i>Carmen Sandiego</i> |
| Student Comments: | | | | Chair/Language Faculty Comments: EXAMPLE: I deny ART 206, but approve as ART 262 | | Gen Ed Coordinator Comments: | |
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| Student Comments: | | | | Chair/Language Faculty Comments: | | Gen Ed Coordinator Comments: | |
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| THIS SECTION TO BE COMPLETED AFTER DEPARTMENT APPROVALS TO REVIEW YOUR EQUIVALENTS | Student Signature: | Assigned Advisor Signature: |
| | Date: | Date: |