

UWL Education Abroad Academic Plan

If you need specific UWL credits, you **MUST** submit an Education Abroad Academic Plan.

STUDENTS:

1. Meet with your academic advisor to identify courses you may take abroad and discuss how they will 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. **Note:** 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.
2. If taking **language courses** abroad for your major or minor, you must meet with language faculty before you can get approval. See list below for who approves these courses.
Spanish: Location based;
Prof. Victoria Calmes [Spain: Alicante, Madrid, Alcalá de Henares, Seville, Cadiz, Granada]
Prof. Antonio Martín Gómez [Spain: Valladolid, Girona, Barcelona, Bilbao]
Prof. Astrid Lorena Ochoa Campo [Costa Rica, Nicaragua, Colombia, Ecuador, Perú, Venezuela]
Prof. Omar Granados [Mexico, Argentina, Chile, Paraguay, Uruguay, Cuba, Puerto Rico, Dominican Republic]
Spanish Education Major - Need to meet with Prof. Kim Morris or Prof. Lorena Ochoa Campo regardless of the country.
French: Prof. Anna Keefe
Chinese: Prof. Hongying Xu
Russian: Prof. Natalia Roberts
Hmong: Prof. Tony Yang
3. **Complete the student portion of the Academic Plan.** You are responsible for choosing your courses, finding the UWL equivalent in the course catalog (<https://catalog.uwlax.edu/undergraduate/>), and obtaining the international course descriptions/syllabi. **Save and submit** the plan and course descriptions/syllabi to international@uwlax.edu.
4. **IEE will send your plan and supporting documents to the department approvers.** Once the plan is signed by the approvers, it will be sent to you and your Academic Advisor for signature that it has been reviewed. You will need to initial next to each course indicating you have reviewed the classes. If a class is not approved, the approver will deny the course and you will need to find a different class and submit a new Academic Plan form and supporting documentation for that class(es) **only** for approval to international@uwlax.edu. The new Academic Plan and supporting documents will be sent to the approver by IEE. When it is approved, it will be sent to you via email from “international via DocuSign” for final signature.
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. For your convenience, a copy of your Education Abroad Academic Plan will be uploaded to your UWL Student Navigate portal.
6. Academic Plan Approvals may take 2-3 weeks to be completed by approvers.
7. **DEADLINES:** Winter/Spring – **December 1** • Summer/Fall/Academic Year – **May 1**.
If you are not able to submit your Education Abroad Academic Plan by the deadline, communicate with your Education Abroad Advisor.

APPROVERS:

1. Review the classes on the academic plan asking for an equivalent approval in your department. Class syllabi or course descriptions will be attached.
2. If you deny a class, please sign as requested and state that you deny the class in the comments. If you approve the class, you do not need to leave any comments with your signature.
3. **If you are denying a class, please suggest alternate class(es) if possible.**
4. Once you have reviewed and signed, if you choose to approve a course you are also asked if you will approve the course for 5 years. This will approve it for all students for the next 5 years.
5. Please complete the academic plans you receive at your earliest convenience; students often need these plans completed before they can commit to a program.
6. If you have any questions about the form or receive an approval request for a class that is not for you to approve, please reach out to IEE at international@uwlax.edu.

NOTE: IEE is aware that students participating in *certain programs* 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.

Pre-Approved Courses: IEE has a [Course Equivalency Database](#) of courses that have been previously approved for students. This database is not comprehensive, nor does it take the place of meeting with your Academic Advisor, or the appropriate Academic Department for final approval. It is meant as a guide to give you a sense of what courses may be appropriate for your studies while abroad. You still need to get departmental approval and have your Academic Advisor(s) sign the Academic Plan even if all the courses you choose abroad are from the Course Equivalency Database.

What happens if I do not submit an 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.

Student Full Name:	Student ID #:	Term/Year of Study Abroad:	Major:	Advisor:
Student E-Mail:	Education Abroad Program:			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	12 ECTS	Introduction to Graphic Design	GE 07	ART 206	<i>Signature</i>		<i>Signature</i>
Student Comments:				Chair/Language Faculty Comments:			Gen Ed Coordinator Comments:
				I deny ART 206, can use as ART 262			
Student Comments:				Chair/Language Faculty Comments:			Gen Ed Coordinator Comments:
Student Comments:				Chair/Language Faculty Comments:			Gen Ed Coordinator Comments:
Student Comments:				Chair/Language Faculty Comments:			Gen Ed Coordinator Comments:
Student Comments:				Chair/Language Faculty Comments:			Gen Ed Coordinator Comments:

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:
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Student Comments:				Chair/Language Faculty Comments:		Gen Ed Coordinator Comments:	

THIS SECTION TO BE COMPLETED AFTER DEPARTMENT APPROVALS TO REVIEW YOUR EQUIVALENTS	Student Signature:	Assigned Advisor Signature:
	Date:	Date: