UW-Madison College of Engineering
Course Approval Form for Official Off-Campus Study

Name _______________________________ Campus ID ____________ Date ____________

Email Address ___________________________ Current Classification (e.g., EGR, CEE, ME) ________

School (include City and State or Country) you plan to attend ________________________________

Dates of Attendance ____________________________

Course equivalencies are official if listed on the websites below. No need to file this form.
• Transfer Information System (TIS) www.uwsa.edu/tis for courses at UW-System Colleges and Wisconsin Technical Colleges.
• Transfer Equivalency Database (TED) www.admissions.wisc.edu/transfer/ted/index.php for courses at selected Illinois, Minnesota, and Wisconsin institutions.

For all other courses: You may submit up to four (4) courses for review. Fill out the information below.
Attach these materials:
• Syllabus (preferred) and/or course description. Include website URLs. The more information, the better.
• Course descriptions for any prerequisites.

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<th>Dept. Abbrev.</th>
<th>Course No.</th>
<th>Course Name</th>
<th>No. of Credits</th>
<th>Mode of Instruction</th>
<th>UW-Madison course or requirement you want to satisfy</th>
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Office Use ONLY
Dept. ____________________________ UW-Madison Equivalency
Course No. * ____________________ Ethnic Breadth Level St. *

* “Elective” indicates that although the course is not equivalent to one at UW-Madison, the credits will transfer.

Return this form to: Engineering General Resources (EGR) Office, 1150 Engineering Hall
fax: 608-265-3501 email: egradvisor@engr.wisc.edu  phone: 608-262-2473

Pick up the form four to five days later (after review). The equivalency is official.

Final Grades. Students must pass the off-campus course with a letter grade of “C” (2.0 on 4.0 scale) or better for the credits to fulfill engineering degree requirements.

Pass/Fail. Engineering students may not take an off-campus course pass/fail.

Summer Credit Load. Students may transfer up to one credit per week of instruction, e.g., 3 credits for a 3-week session. Students may transfer no more than 12 credits total for the entire summer term. Consult your advisor when planning your courses and credit load.

Transcript. After completing the course, submit an official transcript electronically (onwisconsin@admissions.wisc.edu) or by mail to: Office of Admissions and Recruitment
University of Wisconsin-Madison
702 West Johnson Street, Suite 1101
Madison, WI 53715-1007
**Credit Posting.** After the Admissions Office receives the transcript, it is logged in and directed to the EGR Office. Engineering posts the credits as soon as possible. After you submit the transcript, the process will take at least two weeks. Contact the EGR Office (see first page) if you have questions about the transcript status. If you contact Admissions, you will be directed to the EGR Office because you are an engineering student.

**Transfer Credit Policies** (*specific to the College of Engineering*)

*Final Grades. Students must complete an off-campus course with a letter grade of “C” (2.0 on 4.0 scale) or better for the credits to fulfill engineering degree requirements. For all students on campus: the grade appears as “T” on the UW-Madison transcript and does not compute into GPA calculations.*

*Pass/Fail. Engineering students may not put an off-campus course on pass/fail. Courses must be taken for a letter grade.*

**Credits.** Students receive the same number of credits as awarded by the granting institution. If the institution is not on the semester system, the transfer credits will be converted to semester credits.

**Quarter System.** Quarter-system credits are converted x .666 to semester credits. If courses are taught in a sequence of three quarters (e.g., Calc I, II, III), a single course will likely not equate to a semester course here.

**English 118.** Students who are required to take English 118 to fulfill Communication Part A must complete the course at UW-Madison. Students may not substitute other communication/English courses for English 118.

**Two-Year College Courses.** Students may transfer a maximum of 72 credits from two-year colleges.

*Seniors. See College of Engineering Regulation 34. Seniors in the College of Engineering must complete their last two semesters (summer not included) in residence at UW-Madison as full-time students.*

Seniors must complete UW-Extension Independent Learning courses by UW-Madison’s last class day of the term in which they plan to graduate. For the exact end date, ask in the dean’s office, 2620 Engineering Hall.

*Summer Course Planning. Students should consult with their engineering advisor. Continuing students in engineering may register for any summer program of study for which they qualify. It is assumed they will register at an accredited institution, that the courses are appropriate for their degree program, that students have fulfilled the course prerequisites, and that the courses do not duplicate work previously completed.*

**Course Equivalency Process.** Before taking an off-campus course, find out the transfer equivalency and confirm that it will fulfill an engineering degree requirement.

1. Go online to find the institution of interest, consult its timetable, and identify possible courses to take.

2. Check the TIS and TED websites. For courses shown on the sites, the equivalencies are official.

   **TIS (Transfer Information System):** [http://tis.uwsa.edu/](http://tis.uwsa.edu/)
   Equivalencies for UW-System and Wisconsin Technical College courses, including UW-Colleges Online and UW-Extension Independent Learning. Most freshman- and sophomore-level courses are on TIS.

   Equivalencies for selected Illinois, Minnesota, and Wisconsin institutions.

3. “For all other courses, submit the “Course Approval Form for Official Off-Campus Study” (see front page). The form is also available in the EGR Office, 1150 Engineering Hall.

4. Consult with your advisor to confirm that the equivalency will satisfy your degree requirement as expected.

**Questions? Please consult:** Bonnie Schmidt  
Student Services Office  
2620 Engineering Hall  
schmidt@engr.wisc.edu  
Walk-In: Tues. 10am-Noon, Wed. 1-2 pm  
Appointment: Call 608-262-2473

2/2014