



Course Equivalency Form – Exchange or 3rd Party Program

Keep a copy for your records – Keep a copy with you while abroad

Course Equivalency Form Instructions

The Study Abroad Course Equivalency Form must be completed before your leave for your Study Abroad Program. Please read these instructions carefully and do not hesitate to contact the Study Abroad Office (studyabroad@utep.edu) with questions.

CREDIT AND GRADES: Grades are not calculated into your GPA. Students will only receive TRANSFER CREDIT.

TRANSCRIPTS: Students must request the official (sealed) transcripts from their program abroad to be sent to the Study Abroad Office at this address:

Office of International Programs and Study Abroad
The University of Texas at El Paso
500 W. University Ave.
Union East Room 203
El Paso, Texas 79968
USA
Telephone: +915.747.6273
Email: studyabroad@utep.edu

TO THE STUDENT:

- Review the available courses online on the university or Program’s website. Understand that some institutions may use different terminology (for example, call them “modules”).
- You must enroll in the equivalent of 12 U.S. credits per semester. If you take more than 12 U.S. Credits, then you will be charged for the extra courses upon your return. Students participating in summer programs should talk to Financial Aid to find out the minimum enrollment requirements for summer aid eligibility.
 - Select enough courses for the required course load and at least three alternates.
- You must not duplicate any previous coursework.
- Each course taken abroad must be approved by the appropriate Department Chair.
 - Course approvals should be obtained from the Department Chair in the corresponding department. For example, if you intend to take a history course, then the Chair of the History Department must approve the course.
 - It is best to allow several weeks for obtaining course approvals since many Department Chairs require appointments or for you to leave the paperwork with them to pick up at a later date.
- After receiving approval from the Department Chair(s), you must meet with your Academic Advisor to determine if courses you intend to take will count as part of your degree plan or as electives.
- All courses on your transcript must be approved. Do not enroll in any course abroad that you do not want to receive credit for or that has not been approved.

Course Equivalency Form (continued)

TO THE DEPARTMENT CHAIR: This student is currently completing the documents required to participate in a study abroad program. The student requests that the following course(s) be reviewed for approval. Please evaluate the course, determine the most suitable UTEP equivalent and provide signature approval based on the information provided.

Important Reminder for Department Chairs:

- Only award credit for courses listed in the current UTEP catalog.
- ECTS (European Credit Transfer and Accumulation System) is used in most European Countries. One ECTS credit is equivalent to .5 U.S. credits; therefore, 3 U.S. credits is equal to 6 ECTS credits. You are able to round up or down for courses of 5 or 7 ECTS to have it equal 3 US credits. If a student requests approval for a course that is less than 5 ECTS, you must “bundle” similar courses to create a minimum of 6 ECTS credit in order to provide equivalent UTEP credit.
- The credit equivalency ratio for a student’s specific program should be listed on page one of the Course Equivalency Form.
- Equivalencies must be awarded on course content and not student ability.

TO THE ADVISOR: This student is currently completing the documents required to participate in a study abroad program. They have gotten the following courses approved by the appropriate Department Chairs. Please review the list of courses selected and determine if the courses will count as part of the student’s University core curriculum, major requirements, minor requirements or electives.

TO THE DEAN: This student is currently completing the documents required to participate in a study abroad program. They have met with the appropriate Department Chair(s) and Academic Advisor(s) to have the courses approved. Please review and approve the student’s final course selections.

The Study Abroad Office will only process registration and credit once ALL courses have been approved.



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Student Name: _____ UTEP ID #: _____ Phone #: _____

Student E-mail: _____@miners.utep.edu Anticipated Graduation Date/Term (ex: Spring 2022): _____

Program Name: _____ Program Location: _____ Term Abroad: _____

Credit Hour Ratio: _____ (overseas hours) = _____ (UTEP credit hours) Number of UTEP Hours Required: _____

General Instructions:

- **Academic Advising:** Meet with your Academic Advisor to discuss whether the course(s) will count towards degree completion and/or how selected course(s) will fit into your plan of study. Your Academic Advisor may be able to help you determine which courses to take overseas.
- **Course equivalencies:** For Department Chairs to approve course equivalencies, attach course descriptions/information to this form for their review.
- **Course registration: Do not** register for UTEP course(s) during the abroad semester, unless you are concurrently enrolling overseas and at UTEP. The SAO will register you in the appropriate UTEP study abroad section(s). You are responsible for registration at the overseas university.
- **Financial Aid:** Have you talked to: **Financial Aid** **Other campus advisors/offices who need to know about your plans to go abroad**

List and seek approval of extra courses in case of conflicts in your course schedule abroad (e.g., cancellation of a course or a course being full).

Overseas Course		University of Texas at El Paso Equivalent				Meets Degree Req. (Y/N)
Course Title	Credit Hours	Course # (ex: HIST 2301)	Course Title (ex: World History to 1500)	Credit Hours	Department Chair Signature	

ADDITIONAL REQUIRED SIGNATURES ON PAGE 2

Course Equivalency Form (continued)

Student Signature:

*I **understand** that any changes from this proposed learning plan for my time abroad must be reported IN WRITING to the Study Abroad Office as soon as possible and **any variance from the approved listed courses may jeopardize receipt of academic credit.***

Student Signature

Date

Advisor Signature: You may need more than one advisor signature, particularly if you plan on taking courses not in your major while abroad.

***Courses** meet (or do not meet) degree requirements as indicated in the table on PAGE ONE and any pre-requisites for the UTEP courses are either met or waived.*

Academic Major Advisor Signature (required)

Printed Name

Email

Date

Academic 2nd Major Advisor Signature

Printed Name

Email

Date

Dean, Assistant Dean or other Designated Staff Signature:

*I **have** reviewed the student's plan to go abroad as it relates to my office.*

Assistant Dean Signature

Printed Name

Date

Other Recommendations:

- If you receive advising from other campus offices, **talk** to those advisors about your plans to go abroad.
- Give a copy of this form to your advisors and the departments in which you are seeking credit (each department represented on PAGE ONE).
- **Students involved in Athletics, Army ROTC, the University Honors Program, and other programs with additional compliance and graduation requirements discuss your plans to study abroad with MAAC, Military Science, Honors Program staff, and other respective offices as needed.**
- When meeting with Financial Aid to discuss your student financial aid package, bring a copy of this form (complete with required signatures) along with the program's financial information to the meeting.