

## 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 Name and State or Country where you will be taking course(s) \_\_\_\_\_

**Course equivalencies are official if listed on the websites below. No need to file this form.**

- Transfer Information System (TIS) [www.uwsa.edu/tis](http://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](http://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 and attach these materials:**

- Course description or syllabus from the web and the website URL (the more information, the better).
- Course descriptions for any prerequisites.

Dept. (Abbr.)	Course #	Course Name	# of Credits	Equiv. Course You Are Seeking	Equivalency and Signature Office Use ONLY

**Return this form to: Engineering General Resources (EGR) Office**  
**1150 Engineering Hall, 1415 Engineering Drive**  
**Madison, WI 53706 Fax: 608-265-3501**

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

**Final Grades.** Students must complete an off-campus course with a letter grade of “C” (2.0/4.0 scale) or better for the credits to count toward their engineering degree program.

**Pass/Fail.** Engineering students may not put an off-campus course on 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 (exception: 9 credits are allowed for a regular 8-week session). They may transfer no more than 12 credits total for the entire summer term. If a student takes more credits, they will not transfer.

**Final Transcript.** After completing the course, request **TWO official transcripts** from the institution—one sent to you to keep for your personal records and one sent to **the EGR Office (address above)**.

**Credit Posting.** After the EGR Office receives the transcript, the credits will be posted to your record and a credit evaluation report will be placed in your file. Check MyUW student record and DARS to make sure that the credits transferred as expected. If you have questions, **please see Bonnie Schmidt in the EGR Office.**

## Off-Campus Transfer Credit Policies – College of Engineering

**Final Grades.** Students must complete an off-campus course with a grade of “C” (2.0/4.0 scale) or better for the credits to count toward their engineering degree program. 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. Quarter-system credits are converted (x .666) to semester credits.

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

1. Go online to find the institution of interest, consult its timetable, and identify possible courses to take.
2. Equivalencies for UW-System and Wisconsin Technical College courses, including UW-Colleges Online and UW-Extension Independent Learning: Most first and second-year courses can be looked up on TIS (Transfer Information System): <http://www.uwsa.edu/tis>.

Equivalencies for Illinois, Minnesota, and Wisconsin institutions: Courses for selected campuses can be looked up on TED (Transfer Equivalency Database): <http://www.admissions.wisc.edu/transfer/ted/index.php>.

The equivalencies shown on the TIS and TED websites are official.

3. For all other courses, submit the “Course Approval Form for Official Off-Campus Study” (see front page; form is also available in the EGR Office, 1150 Engineering Hall) or consult with Bonnie Schmidt (see below).
4. Consult with your engineering advisor to confirm that the official course equivalency will fulfill your degree requirements as expected.

**ESL.** English as a Second Language courses may not be taken off campus. English 118 must be taken here.

**Seniors.** See College of Engineering Regulation 34E. 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 the official end date of the term in which they plan to graduate. For the exact date, stop by the Student Services Office, 2620 Engineering Hall.

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

### Questions About Off-Campus Courses and Credit Transfer?

Please consult: Bonnie Schmidt  
Engineering General Resources (EGR) Office  
1150 Engineering Hall, 1415 Engineering Drive  
Madison, WI 53706  
[schmidt@engr.wisc.edu](mailto:schmidt@engr.wisc.edu), 608-262-4822

For an appointment, call 608-262-2473 or stop by the EGR Office.