

Course Approval Form for Official Off-Campus Study

Name: _____ Campus ID: _____ Date: _____

Email Address: _____

Classification and Year (i.e. IE4): _____

School Name and State where you will be taking course(s): _____

**FILE ONLY ONE REQUEST
PER STUDENT**

You may submit up to four (4) courses for review:

- Please include a course description from the web and the website URL. Also provide descriptions for any prerequisites.
- UW System and Wisconsin Tech College courses are at <http://www.uwsa.edu/tis> (For those courses, there is no need to file a form unless you have questions.)

Dept. (Abbr.)	Course #	Course Name	# of Credits	Semester or Quarter?	Equiv. and Signature Office use ONLY
1.					
2.					
3.					
4.					

1. Students must meet prerequisites of the course(s) or have the consent of an instructor: _____
2. Students will not be allowed to transfer credit for more than one credit per week for the regular 8-week summer session, and no more than 12 credits total for a summer session which includes two 6-week terms.
3. A senior in his/her last two semesters must have permission from their departmental advisor with approval forwarded to Associate Dean Donald Woolston (2640 Engineering Hall) for exception to regulation 34E.
4. A credit evaluation will be prepared upon receipt of a final official transcript. If no comparable credit exists, it will be listed as xxx and Bonnie Schmidt will review it for approval to fulfill liberal studies requirements.
5. A transcript indicating the course(s) that have been added to your record will be put in your file. You may access MyUW for verification of added courses to your record.

This form should be returned to:

Bonnie Schmidt, Engineering Admissions Coordinator, 1150 Engineering Hall (262-2473),
schmidt@engr.wisc.edu

File for review is on the counter in 1150 Engr. Hall. Put sheet in folder and pick up sheet a few days later (after review).

INFORMATION FOR STUDENTS ATTENDING SUMMER SESSION OFF CAMPUS

GENERAL POLICY:

Questions concerning the transfer of credit from other institutions may be discussed with **Bonnie Schmidt, Transfer Admissions Coordinator, Rm. 1150 Engineering Hall, schmidt@engr.wisc.edu, 608-262-4822.**

Continuing students in engineering are free to register for any summer program of study for which they qualify.

Students will not be allowed to transfer credit for more than one credit per week for the regular 8-week summer session and no more than 12 credits total for a summer session, which includes two 6-week terms. If a student takes more they will not transfer.

In order to receive credit, students must complete courses with a grade of "C" or better. Do not put courses on pass/fail.

It is assumed that students will register at an accredited institution, that those courses taken are appropriate to their degree program, and that they do not duplicate work previously completed.

Seniors in the College of Engineering must complete their last two semesters as regular semesters in residence in the College of Engineering as full-time students unless a dean and an advisor permit the student to take one or two courses at another institution.

PROCEDURES:

1. Go online to find the school and possible course(s) you wish to take. (Make sure they are offering them before you fill out the form in step 3)
2. Print off a course description of any courses you plan to take and include the URL.
3. Fill out a COURSE APPROVAL FORM FOR OFF-CAMPUS STUDY in the **EGR Office, 1150 Engineering Hall**, and submit it along with the course description from step 2.
4. Stop by the **EGR Office, 1150 Engineering Hall**, three to four days later to pick up the approved form with credit transfer information.

If you plan to take advanced courses in your major, you will need to get departmental approval on the COURSE APPROVAL FORM FOR OFF-CAMPUS STUDY.

Upon completion of your summer courses, have an official transcript sent to **Bonnie Schmidt, Transfer Coordinator, 1150 Engineering Hall, 1415 Engineering Drive, Madison, WI 53706** for evaluation. The appropriate credit will then be added to your permanent record. You can check MyUW to make sure it has been added.

Note: UW System and Wisconsin Technical College courses can be looked up on TIS (Transfer Information System) <http://www.uwsa.edu/tis>