

**University of Wisconsin-La Crosse International Education & Engagement
Study Abroad Academic Plan**

| | | |
|--|-------------|---|
| Name: | ID # | Current Class Standing: <input type="checkbox"/> Fr <input type="checkbox"/> So <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> Other: |
| Study Abroad Program: | | Term of Study: <input type="checkbox"/> Academic Year 20__ to 20__ <input type="checkbox"/> Summer 20__ <input type="checkbox"/> Fall Only 20__ <input type="checkbox"/> J-Term 20__ <input type="checkbox"/> Spring Only 20__ |
| Program Sponsor: <input type="checkbox"/> UWL <input type="checkbox"/> Other: | | |
| Major: | | Minor: |

To the Student:

List below the courses you intend to take during your study abroad program. Consult the "[Course Equivalency Database](#)", web sites, and other sources available from International Education & Engagement. It is your responsibility to provide course descriptions for review by appropriate department chairs. The department chair may reserve the right to review syllabi, coursework completed, or test for competency, as noted in the Comments Section before final approval is granted.

To the Academic Advisor:

The following proposal lists the courses the student plans to complete during his/her study abroad program. Please consult with the student regarding the appropriateness of courses, prerequisites needed, and progress toward degree completion.

To the Department Chair:

This form authorizes course approval for the study abroad program listed above. Please indicate the course approval for each course selected by the student relevant to your department. If no UWL equivalent exists, indicate whether departmental elective credit is upper- or lower-level. If approval of credit is provisional pending review of completed coursework or other conditions, please note any conditions to be met in the Comments Section.

| To be Completed by the Student | | | To be Completed by the Department Chair | | | | | |
|--------------------------------|---------------------------|----------------|---|------------------------------|-----------|---|----------|----------------|
| Course # | Study Abroad Course Title | Est. # Credits | Dept. Prefix | Course # and/or 000L or 000U | # Credits | Course Counts Toward | Comments | Dept. Approval |
| EXAMPLE MKT3800 | GLOBAL MARKETING | 3 | MKT341 | | 3 | <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> General Education <input checked="" type="checkbox"/> Previously Approved | | SPRING 2018 |
| | | | | | | <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> General Education <input type="checkbox"/> Previously Approved | | |
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| | | | |
|-------------------------------------|--|---|---------|
| Student's Signature | Academic Advisor's Signature | Dept. | Phone # |
| For IEE Office Use Only: | | | |
| Date & Time Student Submitted _____ | Entered Courses in Course Equivalency Database _____ | Uploaded to Student's Online File _____ | |

GETTING CREDIT FOR STUDY ABROAD

Completing the Academic Plan

You should meet with your academic advisor and choose classes for your study abroad program. Each course must then be assigned an equivalency by the individual Dept. Chairs and initialed in the right margin. For example: If you wish to earn History credit for a course taken in Valladolid, Spain, you must see the History Dept. Chair. Courses may be given an exact course equivalency OR be assigned upper- or lower-level elective credit. The chair must initial whether elective courses will count toward major, minor, or general education requirements. **NOTE:** E-mail approvals will ONLY be accepted if the student is currently abroad or after their program has ended.

Courses with no prior approval will be transferred back as Electives or General Elective (GNL) at the discretion of IEE.

PREVIOUSLY APPROVED COURSES:

UWL Students who are planning to study abroad and transfer courses back to their programs at UWL are expected to obtain course approvals from the appropriate dept. chair(s) as part of their academic planning. This is supposed to be done well in advance of their study abroad experience. Students should direct their attention to the "[Study Abroad Course Equivalency Database](#)" to determine if the courses they are planning to take have already been previously approved.

IN THE CASE WHERE A COURSE APPROVAL HAS ALREADY BEEN DONE, students should check "Previously Approved" on their Academic Plan. **NOTE: Course Approvals must have occurred within the past 3 years.** No signatures are required for courses that have been previously approved, however students should write the term in which it was approved in the signature box to identify when it was approved.

IF COURSE APPROVAL HAS NOT BEEN DONE PREVIOUSLY, OR IF APPROVALS ARE MORE THAN 3 YEARS OLD, students are to meet with the appropriate Dept. Chair to regain course approval. Additionally, outdated approvals may be directed to the Dean's Office to address obtaining new approvals. Becky Vianden will facilitate review of new or outdated courses with the Dept. Chairs. **NOTE:** Courses approved as elective--FIN 000L/U, ECO000L/U, and the like--will NOT require additional review.

UPON RETURN, IEE will receive your transcript from your host institution. In some cases, students will need to request their transcript be sent to IEE – BEFORE YOU DEPART be sure to check-in with your host institution or program provider to ensure IEE will receive your transcript. We highly recommend students obtain original copies of their international transcripts if they plan on transferring or attending grad school in the future.

Language students MUST meet with the following professors:

| | | | |
|----------------------|-------------|----------------------|-----------|
| ALL French programs: | Dr. Poulton | ALL German Programs: | Dr. Olson |
|----------------------|-------------|----------------------|-----------|

For Spanish programs please note the countries/cities for each faculty**

| Program | Professor | Program | Professor |
|---------------------------------|-----------|---------------------------|-------------------------|
| Alcalá de Henares | Calmes | Guanajuáto, Mexico | Lake |
| Alicante, Spain | Calmes | ISEP Programs | Varies by Country |
| Barcelona, Spain | Mitchell | Peru (All cities) | Lake |
| Bilbao, Spain | Mitchell | Puebla, Mexico Internship | Brougham |
| Buenos Aires, Argentina | Brougham | Puebla, Mexico (UDLA) | Brougham |
| Cádiz, Spain | Brougham | Puerto Rico | Granados |
| Chile (All cities) | Brougham | Querétaro, Mexico | Lake |
| Costa Rica & Nicaragua (API) | Lake | Salamanca, Spain | Calmes |
| Costa Rica & Nicaragua (CEA) | Mitchell | Valladolid, Spain | Mitchell |
| Cuba | Granados | Xalapa, Mexico | Brougham |
| Dominican Republic (All cities) | Granados | Madrid, Spain | Calmes |
| Girona, Spain | Mitchell | Seville, Spain | Brougham |
| Granada, Spain | Mitchell | MC_ED Ed. Students | Mitchell & Shanks (SoE) |

****Students should wait to complete their academic plans during the mass advising sessions held by Modern Languages each semester. Deadlines for submission of the Academic Plan will be modified for students seeking course approval from MLG.**

Note to students on API, ISA, ISEP, CEA, CIEE, and UWPLATT programs: These providers have program-specific course selection forms that should be directly submitted to them, observing their deadlines. You should receive a course listing directly from the provider.

Return the Academic Plan to IEE: 1209 Centennial Hall by: DECEMBER 1 (SPRING/WINTER PROGRAMS) MAY 1 (SUMMER/FALL/AY PROGRAMS)