

## UWL Education Abroad Academic Plan

<b>Name:</b>	<b>Education Abroad Program:</b>	<b>Term of Study:</b>	<b>Major:</b>	<b>Minor:</b>
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**Deadlines:** Winter and spring - **DEC. 1**. Summer, fall, and academic year - **MAY 1**. If you are not able to submit your Education Abroad Academic Plan by the deadline, communicate with your Education Abroad Advisor. **NOTE:** Students receiving credits for language courses need to get approval from the language faculty, not from the Chair.

**PLEASE DO NOT USE PENCIL. USE PEN.**

**--Instructions on the back--**

To be Completed by the Student				To be Completed by the Department Chair or Language Faculty			
Foreign Course # (If available)	Foreign Course Title	Int'l # Credits	Pre-Approved Courses When? <small>Course Equivalency database</small>	UWL Course # or 000L/000U	U.S. # Credits	Comments	Chair's or Language Faculty's Signature
<b>EXAMPLE</b> GRO 118	Introduction to Graphic Design	12	Spring 2018	ART 206	3		

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Student's Signature
Academic Advisor's Name and Signature

**For IEE Office Use Only:**  
 Date & Time Student Submitted \_\_\_\_\_ Entered Courses in Course Equivalency Database: \_\_\_\_\_ Uploaded to Student's Online Application: \_\_\_\_\_

## Instructions to Complete the Education Abroad Academic Plan

1. **Meet with your academic and/or language advisor** to identify courses you may take abroad and discuss how they will fit into your program. You need to be enrolled **full-time** (12 U.S. credits) during your semester abroad if you are participating in a semester or academic year program. Your Academic Advisor also needs to sign your Academic Plan. **Note:** If you are planning on taking a course abroad that is a **prerequisite** for a course you are planning on taking when you return to campus, you must get an **override** before you leave. If you do not get an override, you will not be able to register for that course while you are abroad.
2. **Fill out your Academic Plan.** You are responsible for choosing your courses, obtaining the int'l course descriptions, completing the Academic Plan, and submitting that information to the Chair/faculty to get courses approved.
3. **Meet or communicate with department chair(s)** to request approval of transfer coursework. You **MUST** provide both course descriptions and syllabi (if available) from the institution abroad AND the UWL course you are requesting as an equivalent. **Note:** E-mail approvals will **ONLY** be accepted if the student has already submitted an Academic Plan and needs to edit it, is currently abroad or after their program has ended. **Language Courses:** If you are taking courses abroad that you want to transfer back towards your language major or minor, you need to get approvals from the **language faculty** assigned to that specific country/language (see below).
4. **Department Chair or language faculty signs** the approved UWL course equivalent on the Education Abroad Academic Plan.
5. **Submit your Education Abroad Academic Plan to IEE** once completed at 1209 Centennial Hall or scan and email the form to international@uwlax.edu by the deadlines.
6. **Keep a copy of your Academic Plan** and approvals for your own records. You might need to refer to this list when you are registering for courses after your arrival at the institution abroad. For your convenience, a copy of your Education Abroad Academic Plan will be uploaded to your UWL study abroad application under **"Documents"** once you submit it to IEE.

**NOTE:** IEE is aware that students participating in a **UWL or ISEP Exchange or Direct Enroll Program** might not be able to complete their Academic Plan by the deadlines. In some cases, students might not be able to complete it until they arrive at their host institution abroad or when they return to UWL after their semester abroad. If this is your case, you **MUST** communicate with your Education Abroad Advisor.

### Pre-Approved Courses

IEE has a "Course Equivalency Database" of courses that have been previously approved within the **last 3 years**. If the course you are trying to get approved is in this database, then you don't need to seek approval. However, **you do need to indicate on the Academic Plan when the course was approved**. Your Academic Advisor still needs to sign your Academic Plan even if all the courses you choose are from our Course Equivalency Database. **ALL language students MUST meet with the appropriate language faculty advisor for course approval, prior to departure.**

### What happens if I don't submit an Academic Plan?

Your Academic Plan will determine how your courses from abroad will transfer to UWL. If you do not submit an Academic Plan, credits will transfer as GNL.

**If you need specific UWL credits, you MUST submit an Education Abroad Academic Plan.**

### Language Faculty

**French:** Prof. Virginie Cassidy or Prof. Anna Keefe- **German:** Prof. Audie Olson or Prof. Shelley Hay – **Chinese:** Prof. Hongying Xu – **Russian:** Prof. Natalia Roberts – **Hmong:** Prof. Tony Yang

**Spanish:**

Professor	Country/Cities	Professor	Country/Cities	Professor	Country/Cities
Victoria Calmes	Spain (Alicante, Madrid, Alcalá de Henares, Sevilla, Cadiz, Granada).	Raul Getino-Diez	Spain (Valladolid, Girona, Barcelona, Bilbao).	Megan Strom	Mexico (Puebla, Guanajuato, Querétaro, Xalapa.
Darlene Lake	Costa Rica, Nicaragua, Colombia, Ecuador, Perú, Venezuela.	Omar Granados	Cuba, Puerto Rico, Dominican Republic.	Rose Brougham	Argentina, Chile, Paraguay, Uruguay.