Course Equivalency Form Instructions

The student should complete the Course Equivalency Form in conjunction with the appropriate faculty member or advisor from the UH department that best matches the course(s) taken abroad. Some colleges or departments have a designated faculty member or advisor that will work with Learning Abroad students.

If you need assistance determining the appropriate department, or if you are attempting to fulfill Texas Core requirements abroad, please contact Learning Abroad. Always consult with your primary academic advisor(s) to determine if courses taken abroad will count toward graduation requirements.

Prior to meeting with the appropriate faculty member or advisor:

Complete the STUDENT INFORMATION and PROGRAM INFORMATION sections. Identify and list the courses you want to take abroad, including the course title, course number, and foreign credit hours. It is recommended to have backup courses approved. You must provide a full syllabus in English for each course. Contact your program provider or institution abroad for assistance with syllabi.

The faculty member or advisor should complete:

1. **Cumulative GPA:** If the GPA is below 2.5 at the time of application, the student must first submit a Learning Abroad GPA Requirement Waiver for approval. If the GPA is below 2.0 the student is not eligible to participate in a learning abroad program.

2. **UH Course Equivalent** (if equivalent credit is possible):
   - a. Exact Course Equivalency (ie. Intermediate Spanish 2 - SPAN 2302 – 3 hours)
   - b. Elective Credit within Major or Department (ie. History Elective – Upper Level/3000 – 3 hours)
   - c. General Elective Credit (ie. General COTA Elective - Lower-level/1000 – 3 hours)

3. **Comments:** When needed, include comments as stipulations for receiving credit. Examples:
   - a. Student must complete language placement examination upon return from program
   - b. Student must earn a specific grade, such as a C- or better
   - c. Student can take up to 6 credit hours for major

4. **UH Faculty/Advisor Name and Signature**

Note to advisors or faculty members: If you are unsure if you are authorized to sign this form on behalf of your department, please contact your Department Chair or Academic Lead.

After the advisor or faculty member reviews/approves, the student takes the form to that college’s Dean’s office for review. The student then returns the completed form to Learning Abroad.

Credit Conversion System

Some syllabi may only provide foreign credit hours. Please use the suggested conversion chart below. Final decision on credit conversion is determined by the college approving the course equivalency form.

<table>
<thead>
<tr>
<th>European Credit Transfer &amp; Accumulation System (ECTS)</th>
<th>U.K. Credit System</th>
<th>Raw Equivalent</th>
<th>Recommended UH Equivalent</th>
<th>Other Credit Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>10</td>
<td>5</td>
<td>6</td>
<td>5</td>
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<tr>
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<td>7.5</td>
<td>3.75</td>
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</tr>
<tr>
<td>10</td>
<td>5</td>
<td>2.5</td>
<td>2</td>
<td>1</td>
</tr>
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Contact Learning Abroad

Course Equivalency Form

Department Contacts

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Faculty/Advisor</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
# Course Equivalency Form

## STUDENT INFORMATION
- **Student Name:** __________________________
- **PeopleSoft ID:** __________________________
- **UH College:** ____________________________
- **Major:** ____________________________
- **Phone:** ____________________________
- **Email:** ____________________________
- **Career:**
  - Undergraduate
  - Graduate
  - Post-baccalaureate

## PROGRAM INFORMATION
- **Type:**
  - Affiliated Studies
  - Exchange (REEP)
- **University Abroad:** ____________________________
- **Provider:** ____________________________
- **Country:** ____________________________
- **Term:**
  - Spring
  - Summer
  - Fall
  - Winter
- **Year:** ____________
- **Start Date:** ____________
- **End Date:** ____________

## COURSES ABROAD
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE #</th>
<th>CREDIT HRS.</th>
<th>COURSE TITLE</th>
<th>COURSE #</th>
<th>CREDIT HRS.</th>
<th>SUBJECT</th>
<th>COURSE #</th>
</tr>
</thead>
</table>

## DEPARTMENT/COLLEGE USE ONLY
- **Cumulative GPA:** ________
- **Verified By:** ____________
- **Date:** ____________

## DEPARTMENT/COLLEGE COMMENTS:

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Student Name and Signature

Date Signed: ____________

UH Faculty/Advisor Name and Signature

Date Signed: ____________

Dean Name and Signature

Date Signed: ____________

Learning Abroad Director Name and Signature

Date Signed: ____________

Updated May 2019