

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:

- 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.*
- UH Course Equivalent** (if equivalent credit is possible):
 - Exact Course Equivalency (ie. Intermediate Spanish 2 - SPAN 2302 – 3 hours)
 - Elective Credit within Major or Department (ie. History Elective – Upper Level/3000 – 3 hours)
 - General Elective Credit (ie. General COTA Elective - Lower-level/1000 – 3 hours)
- Comments:** When needed, include comments as stipulations for receiving credit. Examples:
 - Student must complete language placement examination upon return from program
 - Student must earn a specific grade, such as a C- or better
 - Student can take up to 6 credit hours for major
- 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.

European Credit Transfer & Accumulation System (ECTS)	U.K. Credit System	Raw Equivalent	Recommended UH Equivalent	Other Credit Systems
			6	Contact Learning Abroad
10	20	5	5	
7.5	15	3.75	4	
5	10	2.5	3	
			2	
			1	

Course Equivalency Form Department Contacts

Subject Area	Faculty/Advisor Contact

Course Equivalency Form

STUDENT INFORMATION

Student Name: _____

PeopleSoft ID: _____

UH College: _____

Major: _____

Phone: _____

Email: _____

Career: ☐ Undergraduate ☐ Graduate ☐ Post-baccalaureate

DEPARTMENT/COLLEGE USE ONLY

Cumulative GPA: _____ Verified By: _____ Date: _____

PROGRAM INFORMATION

Type: ☐ Affiliated Studies ☐ Exchange (REEP)

University Abroad: _____

Provider: _____

Country: _____

Term: ☐ Spring ☐ Summer ☐ Fall ☐ Winter

Year: _____

Start Date: _____ End Date: _____

COURSES ABROAD			UH COURSE EQUIVALENT			UH PLACEHOLDER	
COURSE TITLE	COURSE #	CREDIT HRS.	COURSE TITLE	COURSE #	CREDIT HRS.	SUBJECT	COURSE #
DEPARTMENT/COLLEGE COMMENTS:					TOTAL		

Adrian Carruthers

Student Name and Signature

UH Faculty/Advisor Name and Signature

Dean Name and Signature

LA Associate Director Name and Signature

Date Signed: _____

Date Signed: _____

Date Signed: _____

Date Signed: _____

LA Office Use Only: ☐ Internship ☐ Research ☐ Service Learning ☐ Virtual ☐ Virtual Internship ☐ Multi-Destination