

Course Equivalency Form Instructions

You, the student, should complete this form **in conjunction with** the appropriate faculty member or advisor. Some colleges or departments have a designated faculty member or advisor that will work with Learning Abroad students. You should provide information about the course number, course title, and number of credits you intend to take at the university abroad and provide equivalent course details. You must provide a full syllabus for each course for which you are seeking credit. Learning Abroad will register you in placeholder courses for your term(s) abroad.

Contact the UH department that best matches the course(s) taken abroad. If you need assistance determining the appropriate department, please contact Learning Abroad.

Always consult with your primary academic advisor(s) to determine if courses taken abroad will count toward graduation requirements. At this time, Learning Abroad does not recommend attempting to fulfill Texas Core requirements abroad.

Prior to Meeting with the Appropriate Faculty Member or Advisor, Complete:

1. **Student Information**
2. **Program Information:** Check the box that corresponds to your selected program.
 - a. **Type:**
 - i. **Affiliated Studies:** The program is offered through a consortium or outside provider. *Unless otherwise specified, your program is likely Affiliated Studies.*
 - ii. **Exchange (REEP):** The program is part of a bilateral exchange program between the University of Houston and the university abroad.
 - b. **University Abroad:** If you are attending classes at a university abroad, please indicate which university.
 - c. **Provider:** The name of the program provider (USAC, AIFS, ISA, etc.) if applicable.
 - d. **Dates:** The exact start and end dates are required. Learning Abroad advises against participation in programs that interfere with any of your UH on-campus courses.

At Meeting with the Faculty Member or Advisor, Complete:

3. **Courses Abroad:** List the course title, number, and *foreign* credit hours to be taken abroad along with the equivalent UH course title, number, and credit hours utilizing the syllabi you retrieved from your university abroad or program provider. It is recommended to have backup courses approved.

The Faculty Member or Advisor Should Complete:

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.

4. **Cumulative GPA:** Faculty member of Advisor should confirm the student's GPA. If the GPA is below 2.5, student must also submit a Learning Abroad GPA Waiver to be signed by both the Advisor and Dean. If the GPA is below 2.0 the student is not eligible to participate in a learning abroad program.
5. **UH Course Equivalent:** Determine if and how the course can be accepted by UH. Please note that depending on major, department, college, or individual circumstances, credit transfer may vary or may not be possible.
 - a. Generally there are three ways a course can be accepted by UH:
 - i. Exact Course Equivalency (ie. SPAN 2302 - Intermediate Spanish 2)
 - ii. Elective Credit within Major or Department (ie. Upper-level History elective)
 - iii. General Elective Credit (ie. Lower-level general elective)
6. **Comments:** When needed, include comments, such as stipulations for receiving credit. By signing the Course Equivalency Form, the student agrees to the comments included.
 - a. **Examples of Common Comments:**
 - i. Student must complete language placement examination upon return from program
 - ii. Student must earn a specific grade, such as a C- or better
 - iii. Student can only transfer a maximum of 12 credits
7. **UH Faculty/Advisor Name and Signature:** Faculty member/advisor prints and signs his/her name, acknowledging the course equivalencies listed on this Course Equivalency Form, including the specified comments.

After the Meeting with the Advisor or Faculty Member, Complete:

8. **Dean Name and Signature:** The Course Equivalency Form must then be approved by the appropriate college Dean (the Dean of the college whose faculty member or academic advisor signed the Course Equivalency Form).

Return Completed Form to Learning Abroad

Course Equivalency Form Checklist

Most departments will require much, if not all, of the following supplemental information. Please bring this information to your meeting:

- Course Equivalency Form (with only the top half of the form completed); leave GPA section blank
- Course Equivalency Form Instructions and Checklist
- A syllabus for every course you hope to take for credit (and every backup course)
 - Syllabus should include student credits hours, course level, and number of formal contact hours.
 - Contact your program provider or institution abroad for assistance with syllabi
- GPA Requirement Waiver Form (if applicable)
 - If your GPA does not meet the UH minimum of *2.5 at the time of application*, you will be required to submit a Learning Abroad GPA Requirement Waiver
 - The form must be signed by your **primary academic advisor** and your college's Dean
 - The form must be submitted to Learning Abroad before you can be approved to participate in a program
 - No student with below a 2.0 may participate in a Learning Abroad program.

Credit Conversion System

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

Final decision on credit conversion is determined by the college completing Course Equivalency Form.

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST

Learning Abroad

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 #
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
DEPARTMENT/COLLEGE COMMENTS:					TOTAL		

Kelly Kleinkort

Student Name and Signature

UH Faculty/Advisor Name and Signature

Dean Name and Signature

Learning Abroad Director Name and Signature

Date Signed: _____

Date Signed: _____

Date Signed: _____

Date Signed: _____