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Old Main 139, P.O. Box 2000 • Superior, WI 54880

COURSE EQUIVALENT OR EXCEPTION FORM

Student Name _____ **SID** _____
 (Please print all information) Last First MI

Distance Learning Student or On-Campus Student Major _____ Minor _____

Course Equivalent/Exception for Major, Minor, or General Education Requirements

Course Taken						UWS Course						
Host Institution	Course Prefix	Course No.	Cr	Term	Title	Check One*		Course Prefix	Course No.	Cr	Always <i>or</i> Once^	General Education Category <i>or</i> Major or Minor Content Area
						Equate as	Sub for					
						<input type="checkbox"/>	<input type="checkbox"/>					
						<input type="checkbox"/>	<input type="checkbox"/>					
						<input type="checkbox"/>	<input type="checkbox"/>					
						<input type="checkbox"/>	<input type="checkbox"/>					

*Course must be equal in all aspects (content, level, etc.) to equate a course. If a course is *equated*, it will appear as the *actual* UW-Superior course on the transcript.

A substitution *redirects* a "course taken" in place of the required course.

^Apply to *any* student transferring this course *or* only once for *this* student.

Advisor Name (printed) _____ **Advisor Signature** _____ **Date** _____

Department Chair Name (printed) _____ **Dept. Chair Signature** _____ **Date** _____

Registrar's Office Use Only	Advisor/Department Chair Use
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Course Equivalent or Exception Form

Please read the directions carefully. If you have any question, please contact the Registrar's Office.

Enter: (to be completed by student or advisor)

- Students name
- ID
- On-campus or distance learning
- Major and minor

Enter information concerning the "Course Taken": (some departments may require a course description or syllabus)

- Host institution (may be a UWS course)
- Course prefix
- Course number
- Credit hours
- Term taken (e.g., Spring 2010)
- Title

Enter information concerning how to process course in regards to a "UWS Course": (to be completed by the appropriate Department Chair)

- Check one – Equate (course is considered equal in all ways) *or* Substitute (redirects course as is)

Transfer courses with descriptions that closely match the descriptions of courses taught at UW-Superior will generally transfer as direct course equivalent credits. For example:

- An introductory macroeconomics course at the previous institution will transfer as UW-Superior's ECON 251 Principles of Macroeconomics. Transfer courses that do not have direct course equivalents at UW-Superior will transfer as elective credits within the appropriate academic department.
- A course on the geology of Minnesota would transfer as geology elective credits because UW-Superior does not offer a course with this particular content. Elective credits may need further evaluation by the major department to determine applicability to a UW-Superior degree program and might be redirected for a general education course, major/minor or degree requirement.

- Course prefix
- Course number
- Credit hours
- Choose one – Always (apply to any student) *or* Once (this student only, and ask each time course is transferred)
This column should *only* be used by the department chair.

- Enter appropriate general education category or major/minor content area
A particular course may not necessarily be needed to redirect the "Course Taken" to a General Education Category or Major/Minor Content Area. For example, a lab science course that UWS does not offer may be redirected to the "One Lab Course" Knowledge Category without specifying for which UWS lab course it will substitute.

Enter any additional information in the box titled "Advisor/Department Chair Use."

The student's advisor and the department chair who "owns" the course should sign the form and return it to the Registrar's Office; however, if the course is part of the major/minor degree requirements of a department, that department chair can substitute a course and sign the form.