



## Credit Equivalency and Transcript Agreement

This form is an agreement between you and the University of Alaska Southeast. Once completed, you will have a better understanding of how the courses taken while studying away will return to your UAS transcript, hence furthering the success of your academic plan. It is your responsibility to complete this form in its entirety, obtaining all required signatures and completing the course request section. Please read the instructions below to assist you with the agreement process.

Before leaving:

- **Meet with your academic advisor.** (Be prepared for your meeting)
  - a. Look in *Degree Works* to identify what courses are needed to complete your program of study
  - b. Review your host site course options and have a list of courses ready to discuss
  - c. Search on the Transfer Equivalency website for knowledge

After you have discussed your host course selections with your advisor:

- **Submit this form to the UAS Credits Evaluator** in the Registrar’s office. If your advisor is not available, you may contact the Registrar’s office directly.

**What should I be aware of?** (This is not an exhaustive list; other issues may arise.)

- Do the courses include an equivalent lab component similar to UAS? If not, this could be an issue.
- Senior seminar courses, practicum, capstones or other program outcome review courses may only be completed at UAS. Double check your options.
- Do the courses have different division level indicators other than the UAS 100, 200, 300, 400 levels? Do these levels mean the same thing as our UAS level system?
- For Financial Aid purposes, are my selected courses needed for my program of study at UAS? If not, you may not receive financial aid to cover those courses.
- Am I taking any courses from the host school outside the time frame of the exchange? (*See Placement Acceptance Form*)
- How do ECTS or quarter credits convert? (1 ECTS credit = 0.5 semester credits (i.e. 5 ECTS = 2.5 UAS semester credits) (1 quarter credit = 0.667 semester credits (i.e. 3 quarter credits = 2.5 UAS semester credits)

**Complete this form for each semester (or quarter) you are studying away from UAS.** The first time you complete this form, most likely, you will be on campus with resources surrounding you (your advisor, the Credit Evaluator, the Financial Aid staff and the Academic Exchange and Study Abroad Coordinator).

If you are studying away for academic year (two semesters) you will need to complete this form a second time while at your host institution, if you have not included the additional semester’s requested courses on your original agreement. Please fax, scan, or email the information to your advisor AND the UAS Credit Evaluator.

**Please print clearly.**

**Student Name:** \_\_\_\_\_

UAS ID # 3XXXXXXX: \_\_\_\_\_

Email address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

**Name and location of institution you plan to attend:**

HOST SCHOOL NAME: \_\_\_\_\_ Host Academic (Year) Date: \_\_\_\_\_



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State or Country: \_\_\_\_\_

STUDY AWAY PROGRAM: \_\_\_\_\_

I plan to attend for (circle one):      Academic Year      Semester      Quarter      Don't know

Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

UAS ID #: \_\_\_\_\_

List Courses:

**Please check appropriate box:**

Host Course applies to  
UAS degree program?

Host Course # and Title	Credits	UAS Equivalent Course	Credits	Host Course applies to UAS degree program?		
				Yes	No	Unsure

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Credit Evaluator Signature      Date

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date

This form has been returned to the student for review on

\_\_\_\_\_  
Date



## Credit Equivalency and Transcript Agreement

I have read the Academic Exchange Credit Equivalency Agreement form and understand its importance and function. If I do not complete the form before I depart for my exchange or study abroad experience, I understand that the course work and credits I complete while at the host campus may not transfer back to my UAS degree as I hope or expect.

I have been advised to speak with my faculty advisor and the Credit Evaluator to complete this Academic Exchange Credit Equivalency Agreement form before I depart so that I am aware of the academic implications this experience has on my degree program.

I also understand that if UAS does not receive an official transcript after my study abroad or exchange experience my UAS account will be placed on hold. After one year, if a transcript is not received, the holding credits will be converted and all 12 to 18 credits will receive an “F” grade.

### **Financial Aid Recipients:**

If you are using financial aid assistance to cover your exchange or study abroad experience, you certify with your signature:

- This document was completed before your departure;
- That your Academic Advisor has agreed that all of your classes listed on the Academic Exchange and Study Abroad Credit Equivalency Agreement will transfer into back to UAS and in such a way that they will fulfill degree requirements still necessary for your program of study at UAS;
- You are responsible for any Financial Aid Over-awards which may result from taking classes not approved by both the Academic Advisor and the Credit Evaluator at UAS, up to and including the total of all financial aid assistance disbursed
- You will receive no further financial aid disbursements until one of the following conditions is met:
  - One-Semester Programs: Official Transcripts from your Host school are sent to the Academic Exchange Office, and processed by UAS;
  - Year-Long Programs: Each term a signed statement is submitted by you and your Host school’s Exchange Coordinator to the UAS Academic Exchange Office, indicating that you passed all of your classes;

### Things to know:

- To maintain UAS student status, I am registered for *holding credits* with a *place card registration*.
- **I am required to submit a transcript to UAS for evaluation.**
- When the transcript is received and reviewed, my holding credits will be converted and placed on my UAS transcript.
- It would be wise for me to save course syllabi and course documentation; these may be helpful to the review process when I return.
- **Failure to provide a transcript to UAS after your experience will result in a hold on your UAS account for one year. After a year, the holding credits will be converted to an “F” grade.**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**