

STUDY ABROAD COURSE EQUIVALENCIES GUIDE



APRIL 2020

The process for determining course equivalencies for coursework taken through exchange and third-party study abroad programs has been updated.*

The new process includes:

- Initial credit equivalencies (credit hours & level) from Education Abroad Services based on catalogs, transcripts, and other resources provided by international institutions
- Course equivalencies indicated by faculty on existing petition forms
- Blanket course equivalencies that will remain valid for 3 years
- Creation of course equivalency records in Banner and the Education Abroad system
- Ability to award credit under the Affiliated Studies subject code (AFS)

***Note:** Students participating in study abroad programs led by UTSA faculty will not need to complete this process because students will register for UTSA coursework.

Benefits of the new process:

- Better aligns practices for awarding credit for study abroad courses with those for awarding transfer coursework from U.S. institutions
- Ensures students are awarded the same credit for the same coursework
- Allows credit to be awarded for courses that do not “fit” within an existing UTSA discipline/department
- Provides students advanced notice of the credits that can be earned for a given study abroad program (for courses that have been reviewed within the last 3 years)
- Prevents faculty from needing to review the same course more than once in a given 3-year period
- Ensures credits are awarded promptly when a transcript is received which reduces the potential impact on graduation and financial aid

The following slides provide an overview of the process that would be completed once a student has chosen the classes for their study abroad program.*

Departments are encouraged to meet with Education Abroad Services & others to work through examples under the new process. A great starting point for building our course equivalency database would be to review courses taken frequently from the same program.

- Contact: StudyAbroad@utsa.edu; 210-458-7204

***Note:** For an overview of the full study abroad process, please refer to the process map on the last slide of this guide.

Steps to Complete the Credit Verification Form (see the following slides for more details on each)

1. Student enters personal and program information
2. Student enters information for chosen courses in column 1
3. Education Abroad enters initial course equivalency information in columns 2-4 (based on conversion information provided by international institutions and systems)
4. Student meets with Academic Advisor to determine degree applicability of courses
5. *AS NEEDED*: Course equivalency petitions are sent to departments
6. Advisor updates columns 5 & 6 (and columns 2 & 3 as needed based on any changes related to course equivalency petitions)
7. Advisor updates the Notes section as needed. Student and Advisor sign form. Student returns form to Education Abroad.

Step 1: Student enters personal and program information

Completed by Student

@01234567

UTSA ID Number

Arya

First Name

Stark

Last Name

Fall 2020

Study Abroad Term

Italy

Study Abroad Program Country

AIFS Study Abroad in Rome

Study Abroad Program Name

Step 2: Student enters course information in column 1

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe					
ECON 326 - Economics V					
ECON 313 - Economic & Social Issues					
PHIL 322 - Philosophical Thought in Italy 1300-1500					
ARTH 403 - Early Renaissance Art in Italy					
ITCL 201 - Italian Literature					

Step 3: Education Abroad enters initial course equivalency information in columns 2-4 (based on conversion information provided by international institutions and systems)

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No		
ECON 326 - Economics V	Upper	1.5	No		
ECON 313 - Economic & Social Issues	Upper	1.5	No		
PHIL 322 - Philosophical Thought in Italy 1300-1500	Upper	3	No		
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No		
ITCL 201 - Italian Literature	Lower	3	No		

Step 4: Student meets with Academic Advisor to determine degree applicability of courses

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
ECON 326 - Economics V	Upper	1.5	No	ECO 3XX1	Yes
ECON 313 - Economic & Social Issues	Upper	1.5	No	ECO 3XX1	Yes
PHIL 322 - Philosophical Thought in Italy 1300-1500	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 2XX3	No

Step 5 (as needed): Course equivalency petitions are sent to departments

- Petitions are needed to apply courses toward specific degree requirements (same process used for domestic transfer coursework)
- Course equivalency decisions should be based on course content and will be considered blanket evaluations for 3 years
- Departments should determine if a course is:
 - Equivalent to an existing UTSA course (e.g. HIS 3253),
 - Not equivalent to an existing UTSA course, but should be awarded as general departmental credit (e.g. HIS 3XX3), or
 - Not an equivalent within their department (credit can be awarded using the AFS subject prefix)

(Continued) Step 5 (as needed): Course equivalency petitions are sent to departments

- Faculty indicates equivalency decision in “Comments” area of the [Major/Minor/Support Work petition form](#) (see below)

This Section To Be Completed By Department Chair or Designee of Course Discipline

Approve Disapprove Department Chair or Designee (print name) _____ Signature: _____ Date: _____

For approvals, indicate if exception is: case specific only or acceptable for all students and a blanket waiver is authorized

Comments or Conditions: Not equivalent to a specific UTSA course. Award upper-level history credit (HIS 3XX3)

Step 6: Advisor updates columns 5 & 6 (and columns 2 & 3 as needed based on any changes related to course equivalency petitions)

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
(EXAMPLE) CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
ECON 326 - Economics V	Upper	1.5	No	ECO 3XX1	Yes
ECON 313 - Economic & Social Issues	Upper	1.5	No	ECO 3XX1	Yes
PHIL 322 - Philosophical Thought in Italy 1300-1500	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 2XX3	No

Step 7: Advisor updates the Notes section as needed. Student and Advisor sign form. Student returns form to Education Abroad.

Notes: ITHS 301 will be applied toward the European HIS area of the major. If both ECON 326 & ECON 313 are completed with minimum grade requirements, they may combine to substitute for ECO 3253.

By signing below, I acknowledge:

- I understand the above course evaluations and recognize that I may be responsible for the cost of courses that are not applicable to my degree requirements.
- **If I enroll in alternative courses due to course availability, placement testing, or any other reason, I will need to immediately contact the Education Abroad office to complete a new form.**
- My request to study abroad is subject to any and all [financial aid eligibility requirements](#) and [university policies](#) not listed on this form, such as minimum grade requirements for applying coursework to my degree.
- The courses listed on this form are not eligible for Hazlewood benefits/exemptions.

Student Signature

Student Printed Name

Date

Academic Advisor Signature

Academic Advisor Printed Name

Date

Course Equivalency Examples

(see the following slides for more details on each)

- Applying a course toward degree.....general departmental credit
- Applying a course toward degree.....direct UTSA equivalent
- Applying a course toward degree.....general elective credit
- Applying a course toward free electives.....general elective credit
- NOT applying a course toward degree.....general elective credit
- Combining 2 courses to substitute for 1 UTSA course
- Overturning initial equivalency information based on departmental review

Example 1: Apply to degree (Major) (general departmental credit)

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
ECON 326 - Economics V	Upper	1.5	No	ECON 2XX1	Yes
ECON 313 - Economic & Social Issues	Upper	3	No	ECON 253	Yes
CLSI 361 – The Circle of Life	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 3XX3	No

Student wants to apply course toward the European History requirement of their major

Department may approve the request but still determine that the course does not have a direct UTSA equivalent course

Example 2: Apply to degree (Minor) (direct UTSA equivalent)

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
ECON 326 - Economics V	Upper	1.5	No	ECO 3XX1	Yes
ECON 313 - Economic & Social Issues	Upper	3	No	ECO 3253	Yes
CLSI 361 – The Circle of Life	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 3XX3	No

Student wants to apply course toward their minor

Department may approve the request and determine that the course is a close enough match to be considered equivalent to a UTSA course (ECO 3253)

Note: This decision would prevent a student from applying both study abroad and UTSA credit for ECO 3253 toward their degree requirements.



Example 3: Apply to degree (Support Work) (general elective credit)

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
ECON 326 - Economics V	Upper	1.5	No	ECO 3XX1	Yes
ECON 313 - Economic & Social Issues	Upper	3	No	ECO 3253	Yes
CLSI 361 – The Circle of Life	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 3XX3	No

Student wants to apply course toward their Support Work

Department may approve the request based on course content even if the course does not appear to fall within a given UTSA subject/department

Note: The AFS subject prefix may be used in situations like this (e.g. if a course is interdisciplinary in nature rather than discipline-specific).



Example 4: Apply to degree (Electives) (general elective credit)

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
ECON 326 - Economics V	Upper	1.5	No	ECO 3XX1	Yes
ECON 313 - Economic & Social Issues	Upper	3	No	ECO 3253	Yes
CLSI 361 – The Circle of Life	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 3XX3	No

Student wants to apply course toward their Free Electives

No additional review needed if course is applied solely to free electives

Example 5: Not applied to degree (general elective credit)

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
ECON 326 - Economics V	Upper	1.5	No	ECO 3XX1	Yes
ECON 313 - Economic & Social Issues	Upper	3	No	ECO 3253	Yes
CLSI 361 – The Circle of Life	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 2XX3	No

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Student will not apply course toward their degree (not even as a Free Elective)

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No additional review needed if course is not applied to the student's degree

Example 6: Allowing 2 courses to substitute for a single UTSA course

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
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ECON 313 - Economic & Social Issues	Upper	1.5	No	ECO 3XX1	Yes
CLSI 361 – The Circle of Life	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 3XX3	No

Student wants to substitute 2 courses in place of a single course (ECO 3253)

Department may approve the request based on the content and total hours of the 2 courses being equivalent to the UTSA course.

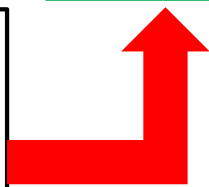
Note: The student would be awarded ECO 3XX1 credit for each course as they need to be awarded individually. The substitution approval would be processed in Degree Works.



Example 7: Overturning the initial evaluation information

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
<i>(EXAMPLE)</i> CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes
ITHS 301 - Renaissance Europe	Upper	3	No	HIS 3XX3	Yes
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ECON 313 - Economic & Social Issues	Upper	3	No	ECO 3253	Yes
CLSI 361 – The Circle of Life	Upper	3	No	AFS 3XX3	Yes
ARTH 403 - Early Renaissance Art in Italy	Upper	3	No	AFS 3XX3	Yes
ITCL 201 - Italian Literature	Lower	3	No	AFS 3XX3	No

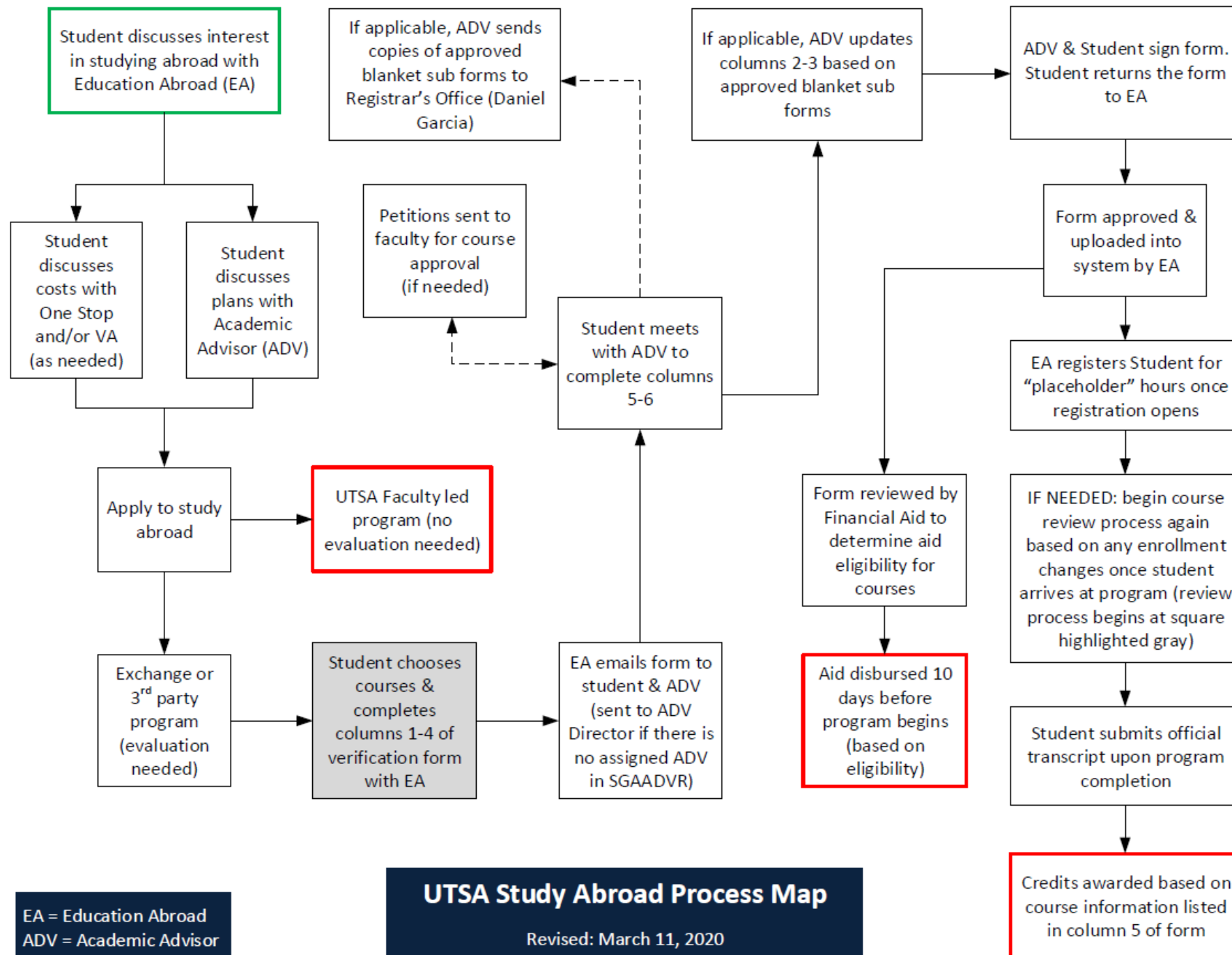
If there is not enough information to determine course level during the initial review, Education Abroad will automatically list the course as lower-level credit



Department may approve the credit to be upper-level based on content. If so, Advisor will enter the appropriate course credit and change the level in column 2.

Key Takeaways

- Course equivalencies should be based on content, not the course needs of individual students.
- Course equivalencies are not the final determination of whether a course can apply toward a student's degree. If a course does not automatically apply toward a specific degree requirement, a student may petition the department for approval using the normal process.
- Course equivalencies will be considered blanket approvals for 3 years.



EA = Education Abroad
 ADV = Academic Advisor

UTSA Study Abroad Process Map

Revised: March 11, 2020

Credits awarded based on course information listed in column 5 of form