

## **FOR: Study Abroad & National Student Exchange**

### How do I decide which courses to use as equivalencies?

- **The courses must actually be UT courses!** We cannot use the generic evaluations that we sometimes use in transfer (CHEM 1EL, ZHUM 3EL). That is because despite this courses being taken away from UT they are treated as UT courses.
- If possible, always try to keep the course with the suggested department or in the department that makes the most logical sense
- Once you decide on the department, pay attention to the level the course is taught at (some schools are better than others at providing this information). If the course level is missing CISP should be able to help the student get that information. This is important because we want upper level classes to earn upper level credit at UT. (1000 and 2000 together) (3000 and 4000 together)
  - If there is an exact UT course equivalency despite level differences use this first. For example if the away course is History of Argentina and Chile (200 level) we would still want to use HIST 3220 History of Argentina and Chile if the course content makes sense to do so. If the course looks watered down and not up to the rigor of a 3000/4000 level course then you may want to reconsider. This is a judgment call.
  - Many times you will be forced to use the Special Topics number because we do not have a specific course at UT, like Italian Food. This course would get HUM 2980 Special Topics: Italian Food
  - Many departments have a special topics number at the 2000 and 4000 level which makes matching the levels easy. However, not all departments have both numbers so it becomes trickier.
  - Equivalentents can be created from more than 1 UT course.
- Use Transferology warily! Transferology does not display credit hours and may use pseudo courses not appropriate for NSE.

### **Recommendations**

- Keep a record of all the evaluations you give so that you can give the same evaluation in the future