

UW School of Aquatic and Fishery Sciences – Undergraduate Program

Study Abroad – Guidelines on Earning SAFS Degree Credits

1. Contact or meet with study abroad adviser in the [UW Study Abroad Office](#) for information on course/credit conversion, necessary paperwork for departmental evaluation, and a list of evaluation/conversion deadlines.

and/or

Review the UW Study Abroad Office's procedures and guidelines for [Earning Credit Abroad](#)

2. Notify Student Services in email at least one quarter ahead of intention to study abroad (application deadlines are usually a lot earlier than this), providing the following:
 - i. As much information on program and coursework as possible (website, pdfs of syllabi, examples of assignments/projects to be completed)
 - ii. Specify which relevant UW FISH courses are being petitioned for evaluation for credit conversion and/or degree credit
 - Include course number and title (ie. FISH 312 Fisheries Ecology) and a brief justification for conversion (ie. why study abroad course is similar or equivalent) – please also indicate whether proposed course will be used for AFS degree credit
 - If seeking independent study credit (FISH 498, 499, Capstone, etc.), include proposed project and confirmation of approval from UW SAFS faculty adviser who has agreed to supervise the project
 - iii. Any Study Abroad paperwork that will be required for final credit evaluation (ie. Credit Evaluation Form) – include any deadlines given by the UW Study Abroad Office
3. Student Services and Faculty Adviser will evaluate materials (with input from other relevant faculty, if needed) for possible degree credit
4. Student is contacted with an agreement to allow tentative degree credit, conditional on submission of final transcript, summary of course activities and documentation of completed assignments (papers, projects, etc.)
5. While studying abroad, keep copies of all syllabi, course assignments, etc. to submit for confirmation of evaluated credits upon return
6. Upon returning from study abroad, student submits the following to Student Services for confirmation of agreed upon credits:
 - i. UW Study Abroad Office's Credit Evaluation Form
 - ii. Final transcript from institution running the program (should be the same as will be submitted to UW Study Abroad for credit conversion)
 - iii. One pdf for each course being evaluated – document's title should contain the full course number and name of the course (ie. "ECOL 3001 BONA Coral Reef Ecology"). Each course pdf should containing the following:
 1. Syllabus
 2. Documentation of completed assignments (papers, reports, instructor feedback, etc.)

NOTE: These guidelines are for FISH courses only – coursework that does not fall within the scope of Aquatic and Fishery Sciences will not be evaluated by SAFS Student Services. Students will need to contact UW departments offering similar course content for conversion guidelines.