Approval Process for Transfer and Study Abroad Credits

For declared Communication Studies majors up to a maximum of 6 faculty-approved upper-level credits completed at another institution, either inside or outside the United States, may count toward program requirements.

No transfer credit is allowed for any prerequisite course!

BEFORE taking transfer/study abroad course

1. Will course transfer to University of Michigan?
   - YES – Course is listed on Transfer Equivalencies (TCE) webpage: http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx.
   - Course NOT listed on TCE webpage above. Submit for evaluation at: https://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx.

2. Will course count toward Communication Studies major? (Pre-approval)
   - Domestic Transfer Credit – Make appointment with Communication Studies faculty advisor for review of course description and syllabus. Bring material/documentation about the program/courses, including syllabi.
   - Foreign Transfer (study abroad) credit – Complete the Communication Studies pre-approval Qualtrics form (http://bit.ly/1xKHkoz) for evaluation of study abroad courses to count toward your major. (You will need the course syllabus (previous syllabus for same class acceptable) to upload to the pre-approval site.)

AFTER completing pre-approved transfer/study abroad course

3. Has course posted on University of Michigan transcript?
   - Have transfer/study abroad institution send transcript to University of Michigan, Office of Undergraduate Admissions, 1220 SAB, 515 E. Jefferson, Ann Arbor, MI 48109-1316. Posting can take 8-12 weeks!

4. Has course been finalized to count toward Communication Studies major? (Final approval)
   - Domestic transfer credit – Make appointment with Communication Studies faculty advisor who pre-approved course. Bring completed course work (papers, assignments, syllabus, exams) for review!
   - Foreign Transfer (study abroad) credit – Complete final approval Qualtrics form (http://bit.ly/1PpPz0r) for any pre-approved Communication Studies credits (you will have to upload a final copy of your study abroad transcript AND the credits will have to already be posted on your U-M transcript).

Important Info:

Additional Tasks/Steps:
- Obtain a registration date for the following term: Visit http://ro.umich.edu/. Go to “How to Obtain a Registration Appointment” link.
- Register your travel: http://www.mcompass.umich.edu/?go=studentregistry
- Purchase Health Insurance: http://www.uhs.umich.edu/ta7/

Please Note:
- Transfer/study abroad credit posted on UM transcript by Undergraduate Admissions or courses listed on TCE web page are NOT automatically approved credit toward the major.
- Pre and final evaluation of credit toward the major can only take place by following the steps noted above.
- Approved coursework not counted toward major or minor may be used toward 120 general credits for graduation or for distribution (if approved by a general advisor in the Newman Advising Center).

Important Links:
- Undergraduate Admissions: Transfer Credit: http://admissions.umich.edu/apply/transfer-students/transfer-credit.
- LSA Transfer Information & Residency Policy: http://www.lsa.umich.edu/students/academicsrequirements/academicpolicies/residencepolicyandtransfercredit
- LSA Study Abroad: http://www.lsa.umich.edu/students/studyabroad
- Financial Aid: http://www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx