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](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](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/1xKHk0z](http://bit.ly/1xKHk0z)) 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](http://bit.ly/1PpPz0r)) for any pre-approved Communication Studies credits (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/](http://ro.umich.edu/). Go to “How to Obtain a Registration Appointment” link.
- **Purchase Health Insurance:** [http://www.uhs.umich.edu/tai/](http://www.uhs.umich.edu/tai/)

**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 Newnan Advising Center).

**Important Links:**
- Undergraduate Admissions: Transfer Credit: [http://admissions.umich.edu/apply/transfer-students/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](http://www.lsa.umich.edu/students/academicsrequirements/academicpolicies/residencepolicyandtransfercredit)
- LSA Study Abroad: [http://www.lsa.umich.edu/students/studyabroad](http://www.lsa.umich.edu/students/studyabroad)