Approval Process for Transfer and Study Abroad Credits

Effective fall 2018, students may receive up to a maximum of 10 faculty-approved credits completed at another institution, either inside or outside the United States.

BEFORE taking transfer/study abroad course

1. Will course transfer to University of Michigan?
   a) YES – Course is listed on Transfer Equivalencies (TCE) webpage: http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx.
   b) 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?
   a) 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.
   b) 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?
   Once grades have posted on your transcript please email commadvisor@umich.edu, so that we can apply the courses to the major requirements.

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: https://mcompass.umich.edu/index.cfm?FuseAction=Abroad.Home
• Purchase Health Insurance: 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.
• 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.
• LSA Transfer Information & Residency Policy: https://lsa.umich.edu/lsa/academics/lsa-academic-policies/transfer-information---residence-policy.html