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](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](https://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx)

2. **Will course count toward Communication and Media major?**
   a) **Domestic Transfer Credit** – Make appointment with Communication and Media 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 and Media 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 and Media 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/](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.
- Evaluation of **credit toward the major** can only take place 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: [https://lsa.umich.edu/lsa/academic-academic-policies/transfer-information---residence-policy.html](https://lsa.umich.edu/lsa/academic-academic-policies/transfer-information---residence-policy.html)
- Financial Aid: [http://www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx](http://www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx)