

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 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) (<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/>. 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>
- Financial Aid: <http://www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx>.