

Approval Process for Transfer and Study Abroad Credits

Students must complete the steps listed below. Students doing a UM Study Abroad program can skip step one:

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 major or minor? (Pre-Evaluation)

- a. Make appointment with departmental advisor for review of course description and syllabus.

3. Will course count towards distribution? (Pre-Evaluation)

- a. Make appointment with Newnan advisor for review of course description and syllabus.

AFTER completing pre-approved transfer/study abroad course

4. Has course posted on University of Michigan transcript?

- a. Have transfer/study abroad institution send transcript to Credit Evaluators, Office of Undergraduate Admissions, 300 Student Activities Building, 515 East Jefferson, Ann Arbor , MI 48109-1316.
- b. Posting can take 4-8 weeks!

5. Has course been finalized to count toward major, minor, or distribution? (Final Approval)

- a. Make appointment with the departmental and/or Newnan advisor who pre-approved course, once the course has posted to transcript. Bring completed course work (papers, assignments, syllabus, exams) for review! If approved, an exception will be made in your student file by the advisor.

Important Information:

- Transfer credit must be approved by Undergraduate Admissions:
www.admissions.umich.edu/transfers/credit.php.
- 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 or minor.
- 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.
- Pre and Final Approval of **credit toward the major or minor** can only take place at an appointment with a **departmental advisor**.
- Submission of completed written work may be required by advisor to determine if coursework from another institution is related to the department's curriculum.