

Approval Process for Domestic Transfer and Non-UM Study Abroad Credits

Students must complete the following steps:

BEFORE taking transfer/non-UM 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? At what level? (Pre-evaluation)**
 - a. Make appointment with an RLL faculty advisor for review of course description and syllabus

3. **Will course count towards distribution? (Pre-evaluation)**
 - a. Make appointment with a Newnan advisor for review of the course description and syllabus.

AFTER completing pre-evaluation transfer/non-UM study abroad course:

4. **Has course posted on University of Michigan transcript?**
 - a. 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.
 - i. Posting can take 8-12 weeks!

5. **Has course been finalized to count toward major, minor or distribution? (Final evaluation)**
 - a. Once the course has posted to transcript, make an appointment with an RLL faculty advisor and/or Newnan advisor. 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 evaluation of **credit toward the major or minor** can only take place at an appointment with an **RLL advisor**.
- Submission of completed written work is crucial to an advisor's decision in determining if coursework from another institution is related to the department's curriculum.