



## WHAT EVERY LS&A ADVISOR SHOULD KNOW ABOUT STUDY ABROAD COURSES, CREDITS AND GRADES

### UNIVERSITY OF MICHIGAN OIP-SPONSORED PROGRAMS:

- Students participating in a study abroad program administered by the Office of International Programs remain **registered full-time at U-M** during their time abroad.
- Students receive **in-residence (not transfer), upper-level credit** for all courses taken abroad on an OIP program. This includes programs that involve direct enrollment at one of our foreign partner universities. Grades are added to the student's academic record and, with certain exceptions, calculated into the GPA.
- Academic information is posted to the student's record by the **OIP**, not by the Admissions Office.
- Each OIP program has a **U-M catalog number** (e.g. STDABRD 351, Academic Year in Freiburg.) Upon completion of the program, the name of the host institution, course titles, credits, and grades will all appear on the student's transcript. Each class is listed as a section of the program (e.g. STDABRD 351, section 002, Advanced German Conversation.)
- All students participating in **OIP programs** are **required** to complete an **Advisor Approval Form** in consultation with their advisors before departure. Approvals granted on this form are not binding – they are contingent upon the student's completing the coursework and providing documentation of the content covered. Advisors may specify what sort of documentation they require for a final approval.
- Decisions regarding approval of study abroad courses as exceptions to satisfy **distribution requirements** are made by **LS&A's Office of Academic Advising**. These decisions are entirely at the discretion of the advisor and should be based on course content, not the program's U-M catalog number.
- Decisions regarding use of study abroad courses to satisfy **concentration or minor requirements** are made by **concentration advisors in the appropriate department or program**. These decisions are entirely at the discretion of the advisor and should be based on course content, not the catalog number.
- OIP programs are **not uniform** in duration, cost, eligibility criteria, and level of immersion, so **it is not advisable to make general statements about these aspects**. For example: programs do not always charge University of Michigan tuition, and depending on the program, tuition and total costs may be less than, the same as, or, in a few cases, more than the cost of studying Ann Arbor. **Students interested in study abroad should be encouraged to consult with an OIP advisor, and to read OIP program materials carefully before making any decisions**. Answers to many questions about costs, dates, housing options, type of curriculum, etc. can be found in the individual program pages on the OIP website, [www.lsa.umich.edu/oip](http://www.lsa.umich.edu/oip).

### NON-U-M SPONSORED PROGRAMS:

- Students participating in a non-U-M program are **not registered** at U-M while abroad.
- Students receive **transfer (not in-residence) credit** for the program. The decision to award transfer credit is made by the University of Michigan's Office of Undergraduate Admissions upon receipt of an official transcript from the program sponsor or host university. Students wishing preliminary indication that their credits are likely to transfer should contact Undergraduate Admissions for pre-evaluation of intended coursework.

- Students who will be participating in a program sponsored by another university or college should complete and submit to the OIP a **Statement of Intent to Study Abroad** before leaving campus. This form is available from the OIP as part of a packet of materials about transfer credit, pre-evaluation, pre-registration while abroad, and the terms and requirements for transferring credit. These materials are available at the OIP Office or on the OIP website. **Students should also register online at the International Travel Oversight Committee website:** [www.umich.edu/itoc/](http://www.umich.edu/itoc/)
- When transfer credit is awarded, students' **official transcripts** will note the total number of credits transferred but will not list for individual courses the course titles, credits, and grades. On students' **unofficial transcripts**, however, the record will show both departmental credit and U-M course-equivalent designations for out-of-residence coursework submitted to Undergraduate Admissions for evaluation.
- Decisions regarding approval of non-U-M study abroad courses as exceptions to satisfy **distribution requirements** are made by LS&A's Office of Academic Advising. These decisions are **entirely** at the discretion of the advisor and should be based on course content, not the titles or course numbers designated by Admissions.
- Decisions regarding use of study abroad courses to satisfy **concentration or minor requirements** are made by concentration advisors in the appropriate department or program. These decisions are **entirely** at the discretion of the advisor and should be based on course content, not the titles or course numbers designated by Admissions.
- Departments may contact the Admissions Office to request that they change the way they post credits for a particular course.