



## STUDY ABROAD COURSE INFORMATION: GETTING DISTRIBUTION, MAJOR, AND MINOR CREDIT

Because it is not always possible to get **pre-approval** for courses taken abroad, students attending University of Michigan study abroad programs are encouraged to gather specific information to bring back for approval. We recommend using this sheet as a guideline which may facilitate the credit review process. Keep in mind too that even when courses are pre-approved, advisors may expect you to confirm the content and requirements of a course upon return.

Credits from the Office of International Programs Center for Global and Intercultural Study (OIP/CGIS) study abroad programs will be posted to your U-M academic record by the OIP/CGIS once all grades have been received from the host institution (which may take several months to receive). **The OIP/CGIS is responsible for recording these grades and credits for in-residence credit. The OIP/CGIS cannot, however, make decisions about distribution, major or minor credit. These decisions are made by the appropriate general or departmental advisors.**

Below are some recommendations on the kind of information you will want to collect for each course.

I. University and course Information:

- |   |   |
|---|---|
| a) Host university name and location      | e.) Number of host university credits, if available       |
| b) Host university department             | f.) Course duration (number of weeks)                     |
| c) Host university course title (in full) | g.) Academic calendar (first/last day of class, holidays) |
| d) Language of instruction                |   |

II. Consider how many hours you spent in class each week in the following areas:

- |                   |  |
|-------------------|--|
| Lectures          | Lab/Studio   |
| Seminars          | Other (specify)  |
| Tutorials         | Number of field trips _____ per week or _____ per term |
| Independent Study | Hours per field trip                                   |
| Film Screenings   |  |

- III. Bring home the official course(s) syllabus, if available. Be able to describe the topics covered in course. (If not available, bring home all materials listed in items IV-VIII.)
- IV. Bring home the course reading lists and/or bibliography, if available. Be able to list all texts or other readings for the course.
- V. Be able to explain or show how the course was assessed/graded.
- VI. Specify how many and describe (e.g. length of papers, time for exams, etc.)
- |                     |                             |
|---------------------|-----------------------------|
| Written papers      | Lab/studio reports/projects |
| Midterm examination | Final examination           |
| Other (specify)     |                             |
- VII. Bring back copies of all notes taken in the class.
- VIII. Bring back copies of all graded work, including papers and exams.
- IX. After your return to U-M, and your classes appear on your transcript, contact your Concentration, Minor, or Distribution advisor to make an appointment for an appropriate time to discuss your academic work completed during the program.

**Special note:** Students on non-U-M programs may also find these recommendations useful in petitioning for transfer credit through the Office of Undergraduate Admissions, as well as for major, minor, or distribution credit. Students on non-University of Michigan study abroad programs need to have official transcripts sent directly to the University of Michigan Office of Undergraduate Admissions. *Note: Transfer of credit for professional courses (in architecture, music, nursing, etc.) is evaluated and approved not by Undergraduate Admissions but by the appropriate professional school or college.*