

Please read this form before completing the Pre-Evaluation on page 2

OUT-OF-RESIDENCY INFORMATION AT A GLANCE

TRANSFERABLE COURSES

In general, academic courses from an accredited institution are transferable (i.e. math, English, political science, etc).

This form is a pre-evaluation of the course. An official evaluation is done upon receipt of an official transcript. You may consult your advisor regarding **distribution or concentration** requirements.

Course descriptions must be attached. Please limit your selections to three courses.

It is your responsibility to be aware of degree requirements for your program*. Below are some important things to keep in mind.

- A course must be passed with a grade “C” or better from an accredited institution and cannot be a duplication of courses completed at or previously transferred to U of M.
- **No more than 60 credits may be earned out-of-residence.** At least 30 of the last 60 credits for the degree must be earned in residence.
- Once a student has completed 60 credits toward their program they cannot earn degree credit from a two-year college. Courses can be listed on your transcript without credit towards graduation.
- LS&A students seeking an A.B. or B.S. degree may have up to **20 credits of non-LS&A course work** (i.e. art, music, business, etc.). Candidates for a B.G.S. may have up to 20 credits of non-LS&A course work.
- Once you have registered on the Ann Arbor campus, the **foreign language requirement** must be completed here. Any exceptions require permission of the relevant U of M language department.
- If you plan to continue in upper-level courses that require math and science prerequisites, you should consult with the appropriate department(s) prior to taking these courses out-of-residence.
- Students seeking a pre-evaluation for **study abroad** courses must be registering through an accredited U.S. or Canadian college or university and will receive an official transcript from that institution, you may use this form. You may also use this form if you will be studying in a foreign country where the program follows the American pattern of education in term of grades and credits. (Examples include: Institute of European/Asian Studies, Hebrew University, Tel Aviv University, Yonsei University, etc.) (Before filling out this form, check the “Out-of-Residence Course Evaluation Guide” to determine if the course you plan to take has already been pre-evaluated.) Foreign language courses where course placement level is not known in advance cannot be pre-evaluated. ALL students who are considering study abroad should obtain the *Statement of Intent to Study Abroad* form from the Office of International Programs (G-513 Michigan Union).
- If you are registering for **experiential credit/internships** through an accredited U.S. college or university for an internship, and will receive an official transcript from that institution, you may use this form. Questions on field work and experiential credit without transcript should be directed to LSA Academic Advising, (7334) 764-0330.

***Refer to your U of M School/College Bulletin for information on academic policies & procedures.**

University of Michigan
Office of Undergraduate Admissions
515 East Jefferson
1220 Student Activity Building
Ann Arbor, MI 48109-1316
 Out-of-Residence Pre-Evaluation Form

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This form is to be used for evaluation of liberal arts courses for all U of M undergraduate students except those enrolled in Business Admin., Engineering, or Education.
Non-LSA students should not use this form for professional courses i.e. music, art, kinesiology, etc. These must be evaluated by the appropriate school or college.

PLEASE PROVIDE THE FOLLOWING INFORMATION (PRINT CLEARLY):

Name: _____ UM ID Number: _____

Last First Middle

Indicate preference: I will pick up form (Form will be available for pick-up 10-15 business days from drop-off)

Please mail form to me (Allow 12-17 days from drop-off for mailing)

Mailing address: _____ Home Phone Number: () - _____

 Street Address Apt #

 City State Zip Code

Local Phone Number: () - _____

Indicate current U of M School/College: _____ Concentration, if known: _____

Indicate number of credits you will have completed before taking these courses: _____ Expected date of graduation (Month/Year): _____

FILL IN THE FOLLOWING INFORMATION FOR THE COURSES YOU PLAN TO TAKE:

TO BE COMPLETED BY CREDIT EVALUATOR

SEE ACADEMIC ADVISOR

Dates of study	Name of Institution/Campus/State	Course Title and Number	Course Evaluation	Distribution/Concentration Information**

How many credits will I receive?

You will be awarded the number of credit hours you elect at the other institution. All transfer credit hours are converted to semester hours (i.e. 1 quarter hour = 2/3 semester hours).

What does the pre-evaluation mean?

Equivalent Course: If the course descriptions match closely, you will receive credit for the specific equivalent course at the U of M. However, some departments do not allow course equivalent credit.

Departmental Credit: If the course description does not closely match a U of M course, but still clearly falls within a certain department, the credit will be called departmental credit.

Inter-Departmental Credit: If the course description indicates that the course had a very broad range of topics, incorporating several different departments, but still falling mostly in one of the general areas of study: (Humanities, Social Science, or Natural Science), you will receive inter-departmental credit.

For an **official credit evaluation**, you must have an official transcript sent to the address above at the completion of your out-of-residence study. Office of Undergraduate Admissions Credit Evaluators will post credit directly onto the student's Academic Record. Please allow 6 weeks before checking Wolverine Access. If the credit has not been posted within 6 weeks, students should call 734-763-1074.

___ More information is needed before course evaluation can be completed: please arrange to talk to an Admissions Counselor.

CREDIT EVAL COMPLETED BY:
DATE: