When transfer credits from another U.S. institution or from a study abroad program are accepted by the Credit Evaluators at the Undergraduate Admissions Office, they appear on your transcript with a department name, a level, and an “X”. For example, an area survey course from another U.S. university might appear as “History 201X,” or a course on the history of France taken at the Sorbonne in Paris might appear as “History 301X.” If you take a course in an officially sanctioned UM program through CGIS, it will appear as STDABRD XXX, with a brief title. When a course appears on your UM transcript, it does not necessarily mean that the History Department will accept it for either general major/minor credit or as a direct replacement for any particular course we offer. Different countries and institutions have different academic norms and customs, and what constitutes an upper-level course at one institution might not equal an upper-level course here.

To secure History major/minor credit for a transfer or study abroad course, you should schedule an appointment with an Undergraduate Advisor through the online advising system. You also must fill out and bring this form to the appointment, along with supporting materials. Undergraduate Advisers will determine whether a particular course counts for History credit as well as what level it meets and whether it fulfills distribution requirements. Please note that 100-level courses from other institutions (especially introductory surveys) might transfer in as 200-level courses eligible for credit under our system. Note: students are strongly encouraged to consult an Undergraduate Advisor about potential coursework before undertaking a study abroad semester.

The following rough standards will be applied in evaluating transfer credits:

- **100 level:** A course with little or no mandatory reading, little or no out-of-class writing, and basic factual exams or quizzes.
- **200 level:** A course with some reading and/or out-of-class writing, and some form of in-class analytical assessment.
- **300 or 400 level:** A course with a substantial amount of reading and/or out-of-class writing, with assessment based on either a multifaceted in-class analytical exam and/or a research project.

Evidence of coursework (provide as many of these items as possible; the syllabus is essential):

- Syllabus
- Reading list
- Schedule of lectures
- Schedule of assignments
- Tests, quizzes, or exams
- Research papers or essay projects

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<tr>
<th>Student Name</th>
<th>UMID</th>
<th>Today’s Date</th>
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<tbody>
<tr>
<td>Course Number and Term (as listed on UM transcript)</td>
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<tr>
<td>Name of Course taken at off-campus institution</td>
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<td>Institution where the course was taken</td>
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Short description of course workload (how much reading, how many and what kind of exams and assignments):

Rev. Aug. 2013