

History Department – Transfer / Study Abroad Credit Approval Form

When transfer credits from another U.S. institution or 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 French history taken through a study abroad program at the Sorbonne 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 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. 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 the department does not give credit for online courses. 100-level courses from other institutions (especially introductory surveys) can sometimes transfer in as 200-level courses eligible for credit under our system. 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. These courses do not count toward the History major.
- 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)

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|---|--|
| <input type="checkbox"/> Syllabus (essential) | <input type="checkbox"/> Schedule of assignments (essential) |
| <input type="checkbox"/> Reading list (essential) | <input type="checkbox"/> Tests, quizzes, or exams |
| <input type="checkbox"/> Schedule of lectures (essential) | <input type="checkbox"/> Research papers or essay project |

Student Name

UMID

Today's Date

Course number and term (as listed on UM transcript) _____

Name of course taken at off-campus institution _____

Institution where the course was taken _____

Short description of workload (how much reading, how many and what kind of exams, what assignments)

