

Ross School of Business Semester Exchange Coursework Pre-evaluation

Please read and follow these instructions carefully before filling out the form:

Step 1. When available, review the catalog of courses that your partner program is offering undergraduate students next term.

Step 2. Use the [Ross Semester Exchange Database](#) to determine if the courses have already been evaluated by Ross School of Business Office of Undergraduate Programs.

Step 3. If you wish the course to be evaluated for distribution, please put an X in the “Review for Distribution” Column. You will need to include a PDF copy of the syllabus when you submit the form. Please note that only courses evaluated as non-business are eligible for distribution.

Step 4. If the course is on the Ross Semester Exchange Course Database please *type or print* the information into the table and circle “Y” in the “Courses found on Database” column.

If the course is not already on the Ross Semester Exchange Course Database type or print the course details as they are found on the host school’s website and circle “N” in the “Courses found on Database” column. If possible include a PDF version of the syllabus of the course and a link to the public website where you found the information when you submit the form.

Step 5. Once you have completed this pre-evaluation form you will submit it to your assigned Ross Academic Advisor. If you need additional space to list your coursework please use a second form.

DO NOT fill in the gray boxes. These will be filled in after the evaluation by the evaluation committee.

After this form is received by your Academic Advisor it will be reviewed by the course evaluation committee. The form you submit will then be updated and returned to you for your records. In the event that you change the courses you take, it is suggested that you submit a new form to your Academic Advisor with all the courses you plan to take listed, not just the changes.

Important items to note:

- 1. Please be advised that courses from previous years may have been modified and prior designations are subject to change.***
- 2. This form is just a preliminary evaluation. If your courses change in any way from what is listed it is your responsibility to submit a new form that contains ALL the courses you are taking for the term.***

