

Non-Ross Semester Exchange Coursework Pre-evaluation

The purpose of this form is to allow students to have courses they are interested in taking abroad through a non-Ross University of Michigan semester exchange evaluated to determine if they will count as business, non-business, or distribution credits. (Reminder that courses evaluated as business will not count towards the BBA degree).

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

- Step 1.** When available, review the catalog of courses that your semester exchange institution is offering undergraduate students next term.
- Step 2.** 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 3.** Please type or print the course details as they are found on the host school’s website. 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 4.** 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 yellow 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, you should submit a new form to your Academic Advisor with all the courses you plan to take listed, not just the changes.

Important Information:

- Courses determined to be business classes will not count toward your degree requirements (120 total, 62 Business, 54 Non-Business) and students should avoid taking them. If a grade is received and posted to a U-M transcript, it will be calculated into the student’s cumulative and term GPA. Students will need to work with the specific school/college on campus whose program they are participating in to determine how the courses will be posted to the student’s transcript.
- Courses from previous years may have been modified and prior designations are subject to change.
- 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.

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Name:	UMICH ID#:	Unique name:
University of Michigan College/School your program is through:		Date:
Host School:		City/Country:

Course Number (Dept #)	Course Title and School Website	UM Credit Hours**	Review for Distribution (Y or N)	B/NB*	Dist*

*Advisor to fill in – B/NB = Business/Non-Business | Dist = Distribution: SS = Social Science, HU = Humanities,
NS/MSA = Natural Science/Math & Symbolic Analysis, FL = Foreign Language, N/A = Not Applicable

**Students should see their offer letter or program coordinator for the conversion rate of host school credits to UM

Advisor Signature: _____ Date_____