

Transfer Students and Transfer Credit Process

(Revised January 29, 1999)

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The College adheres to the University's transfer student policy outlined in the College Catalog in the "General Academic Policies and Regulations" section.

Within the College, the process generally begins when the student makes an appointment with one of the College's Academic Advisors. The student is encouraged to bring any documentation that indicates courses completed (i.e. transcripts).

During the meeting, the Academic Advisor does an informal evaluation of the student's courses, goes over degree requirements, and answers any other questions the student may have regarding transfer credit and the University. The student is asked to provide some biographical information (address and phone number) and the semester when he/she is expected to transfer.

After the meeting concludes, the Academic Advisor creates a temporary file for the student. Once the student is enrolled, then the file becomes permanent and is transferred to the "Active Students" filing cabinet. If the student did not enroll when expected, the file is kept up to one year before it is destroyed.

Once the student's file is "active," an official degree plan is prepared for the student. The student is also notified when the degree plan is ready.

All new transfer students are encouraged to attend an orientation session.

Courses taken at another institution will be considered for transfer into the College of Business at the level at which they were taken. With the possible exception of BLAW 3310 and ORMS 3310, all business courses normally offered by the College of Business at the junior or senior level must be complete at those same levels to be considered for transfer credit. Courses from a junior/community college may not be used to satisfy College of Business junior or senior level courses except for the two courses mentioned above. A grade of C or higher is required in business courses taken at other institutions for transfer into the College of Business.

Students seeking transfer credit must submit course syllabi to their academic advisor if the title and/or content of the course(s) in question is/are unclear or too vague to establish equivalency with course(s) offered by the College of Business. The academic advisor forwards all documents, including the Undergraduate Degree Plan Exceptions Form, to the appropriate Department Chair for review. When warranted, the Department Chair consults with individual faculty members prior to recommending approval or denial of the transfer credit by completing the form referenced above. Lastly, all documentation is forwarded to the Dean or Associate Dean for final approval / denial.