

BBA Transfer Credit: Preliminary Evaluation

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BBA students are allowed to transfer in up to nine (9) credit hours of academic, non-business course work from an accredited U.S. institution, within guidelines stated in the [BBA Bulletin](#). This form is a **pre-evaluation of such courses**. An official evaluation is done when Academic Services receives the final, official transcript upon completion of the courses. It is your responsibility to be aware of all requirements for your program. However, please consult your academic advisor if you have any questions. Dual degree students will need to check with both schools' advisors.

How do I make sure my credits will transfer?

1. Ross School of Business follows LSA guidelines in evaluating non-business course work. Check the **LSA Course Equivalency website** <http://www.lsa.umich.edu/students/transfer> to see if your **course(s)** have already been evaluated. Remember: Ross will not transfer in business credits, even though LSA might.
2. If the course is not on the LSA Course Equivalency website, attach course descriptions to this form.
3. Consult the LSA guidelines at <http://www.admissions.umich.edu/current/oor.php> for explanations of acceptable transfer courses.
4. A course must be passed with a grade of "C" or better from an accredited institution and cannot be a duplication of courses completed at or previously transferred to U-M. All Pass/Fail courses must be accompanied by official documentation of a "C" grade or better.
5. Once you have registered as a U of M Ann Arbor student, the foreign language requirement must be completed here. Do not try to transfer in further language credits.
6. Students seeking a pre-evaluation for study abroad courses must be registering through an accredited U.S. college or university and must receive an official transcript from that accredited U.S. institution.
7. Students who have completed 60 credits toward the BBA cannot earn additional credits from two-year schools or colleges.

How many credits will I receive? You will be awarded the number of credit hours you earned at the other U.S. institution. Note that we use semester credit hours (i.e., 1 quarter hour = 2/3 semester hour).

What types of transfer credit can I earn?

1. Equivalent Course: If the course descriptions match closely, you will receive credit for the specific equivalent course at the U-M.
2. Departmental Credit: If the course description does not closely match a U-M course, but still clearly falls within a certain department, the credit will be called departmental credit.
3. Inter-Departmental Credit: If the course description indicates that the course had a very broad range of topics, incorporating several different departments, but still falling mostly in one of the general areas of study -- Humanities, Social Science, or Natural Science -- you will receive inter-departmental credit.

What are my next steps?

1. Complete this form and submit to Academic Services with any attached course descriptions **before** registering for non-U of M credits.
2. Watch your Umich email account for a response and possible approval.
3. At the end of your course work have an official transcript sent to:

Academic Services – Attn. Marty Snyder
Ross School of Business
701 Tappan Street, Rm. E 2420
Ann Arbor, MI 48109-1234

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Personal Information

Last Name: _____ First Name: _____

UM ID Number: _____ U Mich Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Credits Earned Before Taking These Courses: _____ Credits in Progress _____

Expected Date of Graduation: _____

Course One

Institution Name: _____

City/State: _____ Postal Code: _____

Dates of Study: from _____ to _____

Course Dept and Number (ex: English 231): _____ Course Title: _____

Is Course on LSA Pre-Approved Course Equivalency website? Yes ___ No ___ If not, attach course description.

Course Two

Institution Name: _____

City/State: _____ Postal Code: _____

Dates of Study: from _____ to _____

Course Dept and Number (ex: English 231): _____ Course Title: _____

Is Course on LSA Pre-Approved Course Equivalency website? Yes ___ No ___ If not, attach course description.

Course Three

Institution Name: _____

City/State: _____ Postal Code: _____

Dates of Study: from _____ to _____

Course Dept and Number (ex: English 231): _____ Course Title: _____

Is Course on LSA Pre-Approved Course Equivalency website? Yes ___ No ___ If not, attach course description.