

## Test and Transfer Credit Guide (Summer 2021)

*Welcome to Michigan Ross! As you begin this exciting journey, we encourage you to take a proactive approach to monitoring your high school AP, IB, and dual-enrollment credits, in order to ensure that they are applied to your University of Michigan Undergraduate Business Administration record in an accurate and timely manner.*

### **Students Who Enter the BBA Program at the Start of Their Sophomore Year**

Preferred Admission, Cross-Campus Transfer, External Transfer

The BBA program will apply a maximum of **45.0** transferable credits earned prior to the start of the BBA program toward the 120.0 credits required for the BBA degree, even if a student has earned more than this. Individual courses may be applied to general degree requirements, such as distribution and the 54 non-business credit requirement beyond this 45.0 credit hour cap.

Students admitted as Sophomores into the BBA program cannot have test credit removed. **Any transfer credit applied to a student's record will not be removed.**

External Transfer Students are encouraged to review the Transfer Equivalency Database to determine how their credits may transfer, and should submit Transfer Credit Equivalency Requests for any coursework that has not yet been evaluated.

### **Courses with In-Person Requirements**

Prior to the Winter 2020 term, certain courses required in-person verification in order to be eligible to transfer. This included all Math, Economics, Chemistry, and Physics courses. In-person verification is typically met with a syllabus from the course from the semester in which it was taken. This syllabus must be submitted as a PDF file to [bbacrediteval@umich.edu](mailto:bbacrediteval@umich.edu) before any coursework external to the University of Michigan, completed prior to Winter 2020, will be evaluated for transfer credit.

Please note, this does not apply to test credit, credit taken at the University of Michigan Ann Arbor, or coursework that has already been successfully applied to a student's record under a different Academic Career at the University of Michigan Ann Arbor.

**Important:** Effective Winter 2020 and beyond, classes taken outside of UM Ann Arbor that were previously required to be taken in-person in order to be eligible for transfer will be accepted in an online format. Courses must already be evaluated by UM for eligibility to transfer, and students are encouraged to submit a Transfer Credit Preliminary Evaluation form prior to registering for any non-UM coursework. **All other transfer credit policies, as outlined in the [BBA Bulletin](#) and the [Transfer Credit page on iMPact](#) still apply.**

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### Dual-Enrollment While in High School

Ross will allow transferable dual-enrollment credits earned on a college campus to count toward requirements. Dual-enrollment credit must be earned on a college campus, and the course cannot be taught in a special section only open to high school students. Students should work with their academic advisor to determine how transfer credits work toward their degree requirements. Business credit is non-transferable. **Any transfer credit applied to a student's record will not be removed.**

No dual-enrollment credit will be evaluated or posted without the receipt of a High School Student College Credit (HSSCC) form. The purpose of this form is to determine whether or not a course was taught in a special section open only to high school students. Courses taught in special sections open only to high school students are not eligible for transfer credit.

Additional information about the HSSCC form may be found:

[https://umich.custhelp.com/app/answers/detail/a\\_id/156/~college-credit-for-dual-enrollment-during-high-school](https://umich.custhelp.com/app/answers/detail/a_id/156/~college-credit-for-dual-enrollment-during-high-school)

#### Process:

1. A transcript is received by the UM Office of Undergraduate Admissions.
2. The UM Office of Undergraduate Admissions will generate a [High School Student College Credit \(HSSCC\) form](#), and send it to the student via email to their University of Michigan account.
3. The student is responsible for sending this form to the Registrar's Office at the credit-granting institution
4. The Registrar's Office at the credit-granting institution will fill out, sign, and stamp the form, and send it back to the Office of Undergraduate Admissions
5. The form will be reviewed, to determine whether or not the credit is eligible to transfer to the University of Michigan
6. The student notifies the Ross Registrar's Office that a transcript is on file, and an HSSCC form has been submitted.
7. If approved, the Ross Registrar's Office will post accepted courses to a student's UM transcript.

#### Important!

- Students are responsible for notifying their Academic Advisor and the Ross Registrar's Office of any potential dual-enrollment credits that may be outstanding.
- All Business credit is non-transferable.
- Any transfer credit applied to a student's record will not be removed.

### Test Credit

The receipt, processing, and posting of AP, IB, and A-level credits are handled exclusively by the University of Michigan Office of Undergraduate Admissions. Please visit their website for more information: <https://admissions.umich.edu/apply/freshmen-applicants/ap-ib-credit>

#### AP Credit

Ross School of Business awards AP credit hours according to LSA Guidelines, and accepts a maximum of 30.0 credit hours completed prior to the start of a student's first year (inclusive of test and transfer credit) towards the BBA degree. If you have not yet submitted your AP scores to the University of Michigan, please visit the College Board website for information regarding additional score reports. U-M code is 1839.

#### IB Credit

To receive credit for International Baccalaureate (IB) examinations, an official transcript of examination grades must be officially sent by the IB Office, directly to the Office of Undergraduate Admissions. Please note, OUA only awards credit for IB Higher Level examinations.

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### How can AP, IB, and Dual-Enrollment credit be used?

Some credit earned prior to the start of the BBA program (AP credit, IB credit, and dual-enrollment credit from colleges and universities earned while in high school) may be eligible to count towards your college credits!

If transferred, these types of credits will count towards your overall CTP (credits towards program), and may help you to receive an earlier registration time as you progress through the BBA program. IB credits and dual-enrollment credits may be eligible to fulfill certain Distribution requirements (please see your academic advisor), the 54 non-Business credit requirement, and can count as prerequisites for courses that you may want to take at the University of Michigan.

### Can AP, IB, and Dual-Enrollment credit affect Financial Aid?

It is important to note that the University of Michigan Ross School of Business has different tuition rates for lower (First-Year and Sophomore) and upper (Junior and Senior) division students. You can find more information about these rates on the Michigan Ross website at: <https://michiganross.umich.edu/programs/bba/tuition-financial-aid>

Class standing is determined by the total number of credits earned toward a degree:

- First-Year:** Fewer than 25 credits
- Sophomore:** 25 through 54 credits
- Junior:** 55 through 84 credits
- Senior:** 85 credits or more

### Are my credits guaranteed to transfer?

No, but you can check to see what will! The Ross School of Business follows the transfer equivalency guidelines set by the College of Literature, Science, and the Arts and the Office of Undergraduate Admissions.

Guidelines for AP and IB test credit may be found: <https://admissions.umich.edu/apply/freshmen-applicants/ap-ib-credit>.

Dual-Enrollment transferability can be determined using the Transfer Equivalency Database:  
<https://transfercredit.ugadmiss.umich.edu/>

**Important:** If a course is not listed on the Transfer Equivalency Database, you are encouraged to request an evaluation by submitting a Transfer Credit Equivalency (TCE) Request to the Office of Undergraduate Admissions:  
[https://www.ugadmiss.umich.edu/TCE/Student/CT\\_TCEForm.aspx](https://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx)

### Removal of Test and Transfer Credit

Per the BBA Bulletin (<https://www2.bus.umich.edu/MyiMpack/academics/michigan-ross-student-bulletins>):

- Students admitted as Sophomores into the BBA program cannot have test credit removed.
- Any transfer credit applied to a student's record will not be removed.