

## **BBA Transfer Credit: Preliminary Evaluation Form**

**Detailed instructions are on the following page.**

1. Complete this form and submit to the Ross Registrar's Office (in-person or via email) **before** registering for non-U of M credits. If the non-U of M class has already started, please fill out and submit this form as soon as possible.
2. Please use a separate form for each school. If the course is not listed on the Transfer Credit Equivalency website, please include:
  - a. Course description(s)
  - b. Printed response to your online Transfer Credit Equivalency Request from the Office of Undergraduate Admissions
3. Watch your Umich email account for a response and possible pre-approval.
4. After the course ends, have an official transcript sent **electronically** to [bbacrediteval@umich.edu](mailto:bbacrediteval@umich.edu).  
For schools without an electronic transcript, hard copies may be sent to:

BBA Credit Evaluation  
Ross Registrar's Office  
700 E. University, K3521  
Ann Arbor, MI 48109-1234

**Student Name:** \_\_\_\_\_ **UMID:** \_\_\_\_\_

**Uniqname:** \_\_\_\_\_ **Ross Academic Advisor's Name:** \_\_\_\_\_

**Student Level (First-Year to Senior):** \_\_\_\_\_ **# Credits Previously Transferred:** \_\_\_\_\_

**Institution Name:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

### **Course One**

**Course Dept and Number (ex: English 231):** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Dates of Study: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Is Course on Course Equivalency website? Yes** \_\_\_\_\_ **U of M Equivalent Course:** \_\_\_\_\_

**No** \_\_\_\_\_ If not, attach course description and printed copy of the Office of Undergraduate Admissions' response to your online Transfer Credit Equivalency Request

### **Course Two**

**Course Dept and Number (ex: English 231):** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Dates of Study: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Is Course on Course Equivalency website? Yes** \_\_\_\_\_ **U of M Equivalent Course:** \_\_\_\_\_

**No** \_\_\_\_\_ If not, attach course description and printed copy of the Office of Undergraduate Admissions' response to your online Transfer Credit Equivalency Request

### **Course Three**

**Course Dept and Number (ex: English 231):** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Dates of Study: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Is Course on Course Equivalency website? Yes** \_\_\_\_\_ **U of M Equivalent Course:** \_\_\_\_\_

**No** \_\_\_\_\_ If not, attach course description and printed copy of the Office of Undergraduate Admissions' response to your online Transfer Credit Equivalency Request

## BBA Transfer Credit: Preliminary Evaluation Instructions

Current BBA students are allowed to transfer in up to nine (9.0) 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 the Ross Registrar's Office 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.

### Incoming BBA Students:

**First-Years:** A maximum of 30 transferable credits earned prior to the Fall term of your First year in the BBA program will count towards the 120 credits required for the BBA degree, although you may have earned more than this. Even though the total number of transfer credits accepted into the BBA program is capped at 30, all transferable courses completed prior to the BBA program may be used to fulfill distribution and other degree requirements if applicable.

**Sophomores:** A maximum of 45 transferable credits earned prior to the Fall term of your sophomore year in the BBA program will count towards the 120 credits required for the BBA degree, although you may have earned more than this. Even though the total number of transfer credits accepted into the BBA program is capped at 45, all transferable courses completed prior to the BBA program may be used to fulfill distribution and other degree requirements if applicable.

### How do I make sure my credits will transfer?

1. Check the Office of Undergraduate Admissions [Course Equivalency website](#) 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, it must be evaluated.
  - Visit <https://admissions.umich.edu/apply/transfer-students/transfer-credit>, scroll to the bottom, click "How do courses transfer?", scroll down and click "Current Student Transfer Credit Pre-Evaluation"
  - Fill out the [Transfer Credit Equivalency Request](#) (previously known as an "Out-of-Residency Request Form"). Courses taken at non-U.S. institutions are considered Study Abroad. For each course, you will be asked to provide a course description. The description must be from an official source, such as the program's website or course catalog.
  - In about 10 - 15 business days, you should receive a response from the Office of Undergraduate Admissions, giving transfer equivalency for each course. Print the response and include it with the BBA Credit Transfer Preliminary Evaluation Form.
3. Consult the [LSA guidelines](#) 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. You may not transfer in further language credits.
6. Students seeking a pre-evaluation for non-UM study abroad courses must be registering through an accredited U.S. School of Record, and must receive an official transcript from that accredited U.S. School of Record. No credit will be granted for coursework that does not receive a transcript from an accredited U.S. School of Record.
7. If you intend the course to fulfill a distribution requirement, you will need to complete a [Distribution Exception Petition](#) and submit it to your Ross Academic Advisor. This is for cases where the credit received is Departmental or Inter-departmental.

### 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 University of Michigan.
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.