

# COLLEGE OF BUSINESS ADMINISTRATION BUTLER UNIVERSITY

## Instructions for summer school enrollment at another college or university.

Any College of Business student planning to take courses elsewhere to be applied toward a Butler degree should note carefully the following procedures:

1. Course selections and schools must be approved in advance if the student wishes to insure that credits will be accepted at Butler. The student should obtain from the school he/she plans to attend a bulletin, catalog, or syllabus with descriptions of the courses selected. The student should then obtain from the College of Business office this form, "Request for Approval of Transfer Credit," and fill it out in consultation with his/her advisor. The completed form, together with the course descriptions, should then be taken to the Director for Undergraduate Programs for approval. If the course is acceptable for transfer the Director for Undergraduate Programs will initial the approval sheet.
2. The student must request from the Registrar at the school of summer enrollment, that a transcript is sent to the Office of Registration and Records at Butler University when the class is completed.
3. Butler will grant transfer credit only for courses passed with grades of C- or better. Grades earned elsewhere in no way affect the Butler cumulative grade-point average since only hours, not grades, transfer. Thus a student's cumulative grade-point average is figured only on his/her Butler grades.
4. Transfer credit will not be granted for any course that duplicates one passed at Butler. Low grades at Butler **CAN NOT** be replaced with a higher grade earned elsewhere.
5. Credits earned at an institution, which is on the quarter system, will be converted to semester hours at Butler University. Three quarter hours equal two semester hours at Butler; four quarter hours equal two-and-two-thirds semester hours at Butler; five quarter hours equal three-and-one-third semester hours at Butler.