

## **Transfer Credit for Courses Taken at Other Universities**

**Students should take the responsibility of doing the research for the transfer-approval process.**

The student should see Judy, HB164, to obtain the “Request for Approval of Transfer Credit” form. They should take their advisors a hardcopy of course descriptions they want to transfer to Butler, along with a hardcopy of the Butler course they think it is equivalent to. If the advisor thinks the substitution is reasonable, the student should fill out the form, attaching the hardcopies of both courses to it. The next step is to take the paperwork to the department head. For example if it is a finance course, the student should see someone in the finance department in COB. When the course has been approved and the advisor has signed, take to Judy for processing.

**ON-LINE COURSES ARE NOT ACCEPTED FOR TRANSFER!**

**College of Business courses should be from a 4-year institution (preferably AACSB Accreditation)**

**Students cannot transfer a course from another university if they have already enrolled in that course at Butler, even if they have not completed the course.** Students must earn at least a C- in the course to receive transfer credit, and remember that only the credit transfers, not the grade.

**After the course(s) has been completed and a grade(s) awarded,** go to the registrar’s office at that university and have your official transcript sent to Butler. It is generally accepted that a transcript is not considered official by most schools if released to the student. That is why it is important that you have the transcript mailed school-to-school. This will not be done automatically. Students should check their transcripts on my.butler.edu to make sure the course has been properly transferred.

**If the course is a non-COB course,** the student will have to take the paperwork to the appropriate College. Finally, the student should take it to Judy for processing.

**To substitute transfer credit for the University’s core requirements,** you will need the permission of the Core Administrator, JH109. You will be asked for the same information on the permission form listed above. You may obtain the form from that office or Judy can also provide. The Core Administrator’s office will process the transfer request after the course has been approved and your advisor has signed.

**If you are within 30 hours of earning your degree,** you must also get permission to intrude from the Director of Undergraduate Programs. This also requires a form to be completed and may be obtained from Judy.