Transfer Credit - Policies & Procedures

The Grossman School of Business (GSB) does not accept transfer credits for business courses from any institution outside of the United States, unless the student is completing these courses through a University of Vermont approved Study Abroad program.

This policy states that no business course(s) from any institution outside of the United States can be applied to a current Business student’s Business Core, Business Field, Business Concentration or Theme section of the Business degree.

If students choose to take non-business courses at an international institution outside of the United States with the intention to transfer courses to UVM to fulfill their minor, general education, and/or elective requirements, students need to follow the University of Vermont’s guidelines for transferring courses, which can be found at go.uvm.edu/transferapplicants.

Steps for Transferring Credits to UVM from Institutions located in the United States

Business Core Courses:

- Transfer credits will be reviewed upon completion of the course(s)
- All course materials, including, but not limited to syllabi, notes, books, projects, assessments, should be retained for evaluation by the School of Business faculty if requested
- Students may transfer multiple courses to the Business Core area of the degree
- Courses that are considered Business Core requirements do not have to be taken at an Association to Advance Collegiate Schools of Business (AACSB) institution

Business Field, Concentration, Theme Courses:

- Transfer credit will be reviewed upon completion of the course(s)
- All course materials, including, but not limited to syllabi, notes, books, projects, assessments, should be retained for evaluation by the Grossman School of Business faculty if requested
- Students may transfer up to two non-UVM courses into each of the following areas of the business degree: Business Field, Concentration and Theme
- Grossman will only accept transfer credits for Business Field, Concentration and Theme courses from domestic institutions accredited by AACSB
- The responsibility is on the student to verify the institution is currently AACSB Accredited and to work with an advisor to understand the academic implications if the credits are not accepted by UVM as transferrable
- A list of AACSB schools can be found at go.uvm.edu/aacsb

See reverse side for additional transfer credit policy information.
Transfer Credit - Policies & Procedures

1. The courses must be taken for credit at an academically accredited, degree granting college or university. The amount of credit granted will be based on the official transcript and calculated in semester hours. To convert quarter hours to semester hours, multiply by 2/3 (4.5 quarter hours equals 3 semester hours). Continuing Education Units (CEU) are not transferable. Questions about applicability toward degree requirements of a transfer course carrying a different number of semester credits than the corresponding University of Vermont course should be directed to the Academic Dean or Advisor.

2. Courses must be comparable in content, nature, and intensity to offerings at the University of Vermont. Credit is given for course content only once; it is the student’s responsibility not to duplicate courses. Questions about applicability of transfer credit to requirements should be directed to the Advisor or Dean.

3. Student must earn a C (2.0) or higher in each course for transfer credit to be considered. Pass/No Pass, Satisfactory, or grades below C (2.0) are not acceptable. Grades do not transfer and are not calculated into the University of Vermont grade point average.

4. Students must complete 30 of their last 45 credits at the University of Vermont. Students are responsible for understanding the residency requirement of their college.

5. Transfer credit is added to a student’s University of Vermont transcript only when the student is enrolled in a degree program at The University of Vermont.

6. On completion of the courses, the student must arrange to have an official transcript sent directly from the Registrar’s Office at the host institution to:

   Office of Transfer Affairs, University of Vermont  
   360 Waterman Building  
   85 South Prospect St.  
   Burlington, VT 05405

7. If the transfer credit is the final credit toward graduation, the student must arrange to have the transcript sent so it arrives at the Office of Transfer Affairs before the deadline set by his/her Academic Dean. MOST UNIVERSITIES ARE NOT ABLE TO ISSUE A TRANSCRIPT IMMEDIATELY AFTER THE FINAL EXAM!

Instructions For Using the Transfer Course Guide Online

• Go to Registrar’s Office Transfer Guide, go.uvm.edu/transferguide
• Click on Transfer Guide: To see past transfer course equivalencies
• After reading the Transfer Credit Policy, click on “I Agree” icon
• If you are interested in viewing how credits from other schools have transferred back to UVM, first select the state or the country and then click on “Get Institutions” icon
• Select the institution you’re interested in from the drop-down menu, and click on “Get Courses” icon.

The course information you will find is constantly being updated and does not substitute for an official evaluation by the Office of Transfer Affairs.

If studying abroad, please remember that we can only meet with you and do an official evaluation of your courses from abroad, once you’ve been accepted to your Study Abroad Program and have been issued the Study Abroad Approval Form from Office of International Education.

For more information, contact Transfer Affairs at 802.656.0867 or transfer@uvm.edu