



## **Course Transfer Policy for Declared Department of Business Administration Majors**

Students are permitted to transfer any required course from an accredited 2 or 4-year institution provided the course has been approved and a grade of “C” or better is earned.

Students who are matriculated KU Department of Business Administration students are limited to a maximum of 6 transfer credits within the business major/track’s required courses and restricted electives.

Study abroad students at KU approved institutions could be approved for up to 15 transfer credits within the business major required courses and restricted electives.

**Students must complete the “Request for Permission to Study at Another College” form prior to taking any course that has not already been approved for transfer by the Department of Business.**

12/3/19 kk, updated 11/5/2020 awh

Permission to Study forms can be down-loaded from the Registrar’s link on the KU website.
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Please be aware that only credits will transfer in, not grades. Grades earned at KU will always supersede transfer credits, that is, if you have taken the specific course here and did not do well, you cannot transfer the course in from another school.