



How Do Your Credits Transfer to the U?

The Admissions Office initially evaluates your transcript and uploads your course credits into the “*degree audit*.” Any credits accepted are applied to the 122 credit hour minimum required to earn a Bachelor’s degree. However, not all credits are guaranteed to count toward general education and major degree requirements.

In the David Eccles School of Business, students can satisfy **no more than 50%** of the Eccles School’s Upper Division Core with transfer coursework and **no more than two** of their specialized major’s requirements with transfer coursework (excluding global perspectives and any additional math requirements such as MATH 1100 or OIS 3440).

1. Your first step is to check your “*degree audit*” to verify that your transfer credits are posted and to evaluate how they have been applied to general education and major requirements.

Click here for information on how to run a degree audit:

<https://mydegreedashboard.utah.edu/audits.php>

2. The second step is to identify any classes you or your advisor think could be equivalents to either Business major requirements or general education requirements. Students may appeal to have transfer credits applied to degree requirements, which is called “*course petition*.”

WHAT YOU NEED IN ORDER TO PETITION A CLASS:

- A pdf copy of the syllabus for the course
- A specific Business course subject and catalog number (such as IS 2010, etc.,) or general education requirement designation (such as FE, HE, etc.,)
- A passing grade in the course (usually D- or above for general education and C- or above for major classes)

YOUR ACADEMIC ADVISOR IS HERE TO HELP

Schedule an appointment at [Eccles.Link/youradvisor](https://eccles.link/youradvisor).

Currently enrolled students can also meet a peer advisor from noon- 2 p.m., Monday through Fridays for a drop-in appointment.

HOW TO PETITION FOR GENERAL EDUCATION CREDIT

If your transfer course is for your General Education or Bachelor degree requirements, use this link:

eccles.link/genedpetition

HOW TO PETITION FOR BUSINESS MAJOR CREDIT

If your transfer course is petitioned for Business major credits, follow the steps below.

*If your course is a MATH course, you should request evaluation from the Math department:

<https://www.math.utah.edu/undergrad/registration.php>

1. Navigate to the Eccles School's Transfer Page

[Undergrad.Eccles.utah.edu](https://eccles.utah.edu/Undergrad.Eccles.utah.edu)> Admissions> Transfer Students

or this website: <https://eccles.utah.edu/programs/undergraduate/admissions/transfer-students/>

- a. Then, if your course(s) are from a Utah institution, click on the pre-approved business equivalency section

Approved Pre-Business Equivalencies

2. If your school or course(s) are not listed on pre-approved list, click on the Transfer Course Equivalency Guide at: <https://eccles.utah.edu/programs/undergraduate/policies/transfer-course-equivalency/>

Transfer Course Equivalency Guide

- a. Then, choose whether your transfer institution is Domestic (U.S.) or International:

Browse Courses from Domestic Institutions

or

Browse Courses from International Institutions

- b. Select your Institution's State or Country:

Institution State

--None--

OR

Transfer Institution Country

--None--

- c. Select the name of the Institution where you took or are planning to take the courses:

Transfer Institution

--Select Transfer Institution--

- d. Scroll through the courses to see which ones have been approved or denied, their equivalent course at the U of U, their valid dates for approval, and if they have any other conditions to transfer.

3. If your course is not listed, it is probably because it has never been transferred before or the approval timeline has expired. The **next step is to petition** for the course to be evaluated for major credit.

4. You can click on the "submit a petition" underneath the Transfer Institute drop down menu from the above process **or use this link:** [Eccles.link/buspetition](https://eccles.link/buspetition)

*If you don't see your country, institution, course, or if the equivalency has expired, please **submit a petition** for evaluation.*

Either route will take you to a survey form where you can petition.

Please allow 4-6 weeks processing and evaluation time.



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