

Transfer Credit Request Form

Students are advised to meet with their academic advisor to review program requirements in order to determine options for pursuing academic work at another university or college. Please note the following transfer credit requirements:

I. Business Credit Hours

At least 50 percent of the business credit hours required for the business degree must be earned at Bryant University. This statement applies to both the residency requirement and limits on transfer credits. (Bryant University Catalog)

II. Residency Requirement

All matriculating students must complete the last 30 credits of their degree requirements at Bryant...The university is prepared to accept up to 90 semester hours of credit in transfer from a four-year institution and up to 60 semester hours credit from a two-year community college or junior college. Courses transferred are for credit only and are not calculated into the grade point average. (Bryant University Catalog)

III. Limits on Transfer of Credits

In addition to meeting the residency requirements, students will be eligible to receive transfer credit, subject to the distributive requirements of the degree program that the student expects to pursue at Bryant University. Upper division professional courses are not eligible for transfer credit unless they have been taken at an appropriate level at an acceptable institution...The University follows a policy that only those courses that carry a grade no lower than a "C" will be evaluated for possible transfer. (Bryant University Catalog)

IV. Required Materials for Transfer Credit Approval

Please be advised that the transfer credit approval process may take up to 10 business days for review. You will need to submit a completed Transfer Credit Request form along with the following information:

1. Course number, credits, course title and course description (available on-line at most universities).
2. Course syllabus for any business course request.

Student Name: _____ Date of Request: _____

Student Signature: _____ Student ID#: _____

Transfer Institution: _____ Semester Seeking Approval for: _____

You may pick up the form within 10 business days.

For Office Use Only

Transfer Course Number	Transfer Course Title	Bryant Requirement to be Met	Approved	Denied	Is this an Online course?	Credits

Course work completed without prior approval from an academic advisor through the transfer credit request process may not be awarded transfer credit.

Academic Advisor Comments: _____

Academic Advisor Signature: _____ Date: _____

The approved course(s) will be accepted for transfer credit provided a minimum grade of "C" or better is earned. **Upon completion of the course(s), the student must request that an OFFICIAL transcript be mailed directly to:**

Undergraduate Advising Office, Bryant University
1150 Douglas Pike
Smithfield, RI 02917-1384