

# **FOR CURRENT BU STUDENTS**

## **How to transfer credits from other schools to count towards the Economics major**

- (1) Courses listed here: <http://bannertools.binghamton.edu/transfer/> do NOT require preapproval. They will count exactly as if they had been taken at BU, but will not fulfill residency requirements.
- (2) Courses *not* listed in (1) above require **advance** approval by the Economics Director of Undergraduate Studies **BEFORE** enrolling. Courses taken without prior approval are taken at the student's own risk!
- (3) **To obtain approval for having courses not listed in (1) above count towards the Economics major:**
  - a. **Read the Economics Department guidelines for courses taken elsewhere at** <http://www2.binghamton.edu/economics/undergraduate/documents/TransferCourseGuidelines.pdf>
  - b. Read the instructions at <http://www.binghamton.edu/harpur-new/advising/transfer/policies.html>
  - c. Complete the **Major-Minor Transfer Petition** form found at <http://www2.binghamton.edu/harpur/advising/forms/2013-%20Major%20Credit%20Petition.pdf>
  - d. Print the completed form
  - e. **Print and attach** a syllabus (preferred) or course description for each course. **For MATH and CS courses you may be required to obtain approval from those departments, not Economics.**

### **IMPORTANT!! PREREQUISITES!!!**

If the course has prerequisites, **ATTACH COURSE DESCRIPTIONS FOR THOSE AS WELL.**

**Do not come for approval without the ALL printed course descriptions!**

- f. Bring the petition form and course descriptions to the Economics Director of Undergraduate Studies for approval.

**NOTE – Approved forms must be handed in to the  
Economics Department offices (LT 911 or 909).**

**The department will forward them to Harpur Advising.**

### **VERY IMPORTANT!**

- (4) After your class(es) are completed, you **MUST** have your official transcript forwarded to:

*Undergraduate Admissions  
Binghamton University  
PO Box 6001  
Binghamton, NY 13902-6001*

The University cannot award transfer credit until you have demonstrated that you have satisfactorily completed the course by providing an official transcript!!!! We recommend that you also arrange for a transcript to be sent directly to you so that you will know that transcripts have been sent and can follow up with Undergraduate Admissions (allow *at least* six weeks for receipt and processing by both institutions).

**PREREQUISITE COURSES TAKEN ELSEWHERE:** The Economics Department accepts preapproved courses taken elsewhere as prerequisites for other courses (e.g. calculus as prerequisite for ECON 360) **ONLY after** proof of the grade is received. **HOWEVER, it is the student's responsibility** to provide official transcripts to UNDERGRADUATE ADMISSIONS as soon as possible after completing the courses.