



CSU Bakersfield

School of Business and Public Administration

Office of the Dean

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To the Students of the School of Business & Public Administration:

To prevent problems at the last minute in your graduation checks and to enhance the transparency of the degree process of counting classes, we are clarifying our policy with respect to the acceptance of the transfer and substitution of classes. This affects the Bachelor of Science for Business Administration, the Bachelor of Science for Economics, and the Bachelor of Arts in Public Administration at the undergraduate level. At the graduate level, transfer credit generally does not occur, but if there are questions, contact the respective degree program director for guidance.

Due to our professional accreditations, we are held responsible for the quality, content, and rigor of the classes that make up our degrees. Accordingly, we will not accept any course transfer request unless it was approved, in writing, **ahead** of taking the course by the appropriate department chair for the course. In addition, please keep in mind that we will generally not accept transfer course credit requests in the senior year of your program. The keys here are written approval and early planning! So, if you do wish to have a course considered to be transferred in and substituted for one of our regular courses, please start in the BPA Advising Center to begin the paperwork and consideration process.

Again, this is a clarification of our policy and not a new policy. Therefore, there is no need to ask to be "grandfathered" in or to ask for credit for courses already taken (regardless of whether you know someone else who might have gotten credit for the same class in an earlier period!). If you need further information on this policy or have questions, please contact our BPA Student Services and Advising Center at (661) 654-2326.

Sincerely,

A handwritten signature in blue ink that reads "A. Gunasekaran".

Angappa Gunasekaran, Dean