

## **TRANSFER EQUIVALENCY FOR GENB 4350 BUSINESS LAW AND ETHICS**

GENB 4350 meets the 2007 CORE Writing in the Discipline (WID) requirement. For students who are petitioning for transfer credit for a course (or combination of courses) equivalent to GENB 4350 and who are under the pre-2007 CORE requirements, if their petition is approved, the course will meet the GENB 4350 requirement for their degree plan.

### **Petition by students under the pre-2007 CORE requirements**

Students who are petitioning for transfer credit for a course equivalent to GENB 4350 and who are under the pre-2007 CORE requirements must meet both of the following conditions to qualify for transfer equivalency for GENB 4350:

1. Completion of a course (or a combination of courses) covering the following subjects:
  - a. Business ethics (with an emphasis on ethical reasoning); and
  - b. Business law (covering subjects such as contracts, agency, and business organizations).
2. The course(s) requested for equivalency status must be junior level or higher.

### **Petition by students under the 2007 CORE requirements**

Students who are petitioning for transfer credit for a course equivalent to GENB 4350 and who are under the 2007 CORE requirements, must meet all three of the following conditions:

1. Completion of a course (or a combination of courses) covering the following subjects:
  - a. Business ethics; and
  - b. Business law (covering contracts, agency, and business organizations).
2. The course(s) requested for equivalency status must be junior level or higher.
3. Fulfillment of the Writing in the Discipline requirement by one of the following methods:
  - a. Completion of another course designated by UH as “writing intensive”;
  - b. Completion of an alternative course that contained a significant (3,000 word) writing component (and that is not already counted toward degree requirements); or
  - c. Completion of the course papers under the supervision of the course administrator for GENB 4350 with a passing grade (C or higher). Typically, students must complete 5 papers, together totaling between 4,000-5,000 words.

## Information that must be provide in your petition

In order for your petition to be considered as quickly as possible, please submit the following information to the Undergraduate Business Programs Office on the second floor:

1. Transcript and description of course from course catalog
2. Description by college or university regarding classification of course (*e.g.*, description of what constitutes a junior level course)
3. Course syllabus
4. Pre-2007 CORE petitions are marked “pre-2007 CORE”
5. For 2007 CORE petitions, evidence of fulfillment of the intensive writing component (one of the following):
  - a. UH catalog course description demonstrating that the course is designated by UH as “writing intensive”;
  - b. Copy of course assignment instructions and graded assignment demonstrating that the course contained a significant (3000 word) writing requirement (note: courses used for this purpose cannot also be counted toward other degree requirements); or
  - c. Statement that student requests approval to complete the GENB 4350 course papers under the supervision of the course administrator of GENB 4350 (see Procedure described below).

## Procedure for completing papers to fulfill the Writing in the Discipline requirement

1. Submit the transfer equivalency petition to have your course(s) approved for business ethics and business law content to the Undergraduate Programs Office (second floor). Please note that your petition must pass through several levels of approval, which takes time. We recommend that you submit your petition by the following dates in order to allow enough time for processing and completion of the paper during the semester in which you file your petition:

To complete papers during Fall semester – July 1

To complete papers during Spring semester – December 15

To complete papers Summer semester – April 15

2. If your petition is approved based on the business law and ethics content, the course administrator for GENB 4350 will contact you at the number provided on your petition for instructions on how to complete the papers.

A petition that is approved pending fulfillment of the WID requirement will be approved in its entirety at the end of each semester.