

\_\_\_\_\_  
 Name (please print): First and Last

*I certify that the provided information is true and correct to the best of my knowledge.*

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**Guidelines**

To successfully transfer course credits from outside institutions to the Katz Graduate School of Business MBA program, the following criteria must be satisfied:

1. The institution offering the course must be accredited by the [Association to Advance Collegiate Schools of Business \(AACSB\)](#).
2. The course must be a *graduate-level* course in which a grade of 'B' or better must be achieved and **cannot** have been applied toward another degree.
3. All transfer credits are subject to the guidelines imposed by the statute of limitations and maximum credit hours permissible for transfer as defined in the [Full-Time](#) or [Part-Time](#) MBA Information & Procedures manuals, respectively.

NOTE: An official transcript, course description, and a course syllabus that clearly indicates that the course is a *graduate-level* course must be submitted to the Office of Student Services in order to process your request.

Please complete the information below regarding when and where you completed the course that you are requesting to transfer.

\_\_\_\_\_  
 Course ID: Number and Title \_\_\_\_\_  
Credits

\_\_\_\_\_  
 University/Institution

\_\_\_\_\_  
 Semester & Year (Example: Fall 2014) \_\_\_\_\_  
Grade

**Faculty use only**

Faculty decision: Approved Denied

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Faculty Name Faculty Signature Date