



LUBIN SCHOOL OF BUSINESS

**PRE-APPROVAL FOR TRANSFER CREDIT REQUEST**  
For Lubin Graduate Programs

**Print clearly and firmly**

Initial Semester  
of Enrollment \_\_\_\_\_

NAME \_\_\_\_\_

STUDENT ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DEGREE (*Check one only*)  MBA  
 MS

MAJOR \_\_\_\_\_

HOME CAMPUS (*Check one only*):  White Plains  
 New York

BUSINESS PHONE # \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Guest Institution Name:**

**LUBIN course(s):**

**Equivalent Guest Institution course(s) for which you are requesting pre-approval:**

Course Descriptions Attached? Yes/No (circle one)

**Please note:** In order to be evaluated for pre-approval, course descriptions from the guest institution must be attached.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE OF GRADUATE ACADEMIC ADVISEMENT & STUDENT DEVELOPMENT USE ONLY:**

- Pre-approved
- Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official OGAASD Signature

Title

Date

Please return to the Lubin School of Business, Office of Graduate Academic Advisement & Student Development

## GENERAL CRITERIA FOR PRE-APPROVAL:

- Guest Institution must be AACSB accredited
- Course at guest institution must be equivalent in *content* and *credit hours*
- Course at guest institution must be equivalent in program level (for example, a core course at another institution cannot be transferred as an advanced level course at Lubin)
- Course must be taken on the graduate level in a Master's degree program. The course at the guest institution cannot be a part of a continuing education program.
- Up to 6 credits, or two courses, may be used as Transfer Credit.
- In order to receive *final approval for transfer credit*, the student must earn a grade of 'B' or higher in the course, fill out a Request for Transfer Credit form, and have official transcripts in a sealed envelope sent from the Registrar of the guest institution to the Office of Graduate Academic Advisement and Student Development.

Please contact the Office of Graduate Academic Advisement and Student Development if you have questions about the pre-approval process.

### **New York**

212-618-6440

1 Pace Plaza

4<sup>th</sup> Floor West, Section E

gradadviseny@pace.edu

### **White Plains**

914-422-4188

1 Martine Avenue

Room 516

gradadvisewp@pace.edu