

Request for Graduate Transfer Credit

Requirements for transfer credit: Equivalent courses must have been taken from another AACSB accredited or comparable graduate degree program within the past six years. Grades must be a minimum of "B". Courses may not be from another university's core curriculum. Students are allowed a maximum of 6 credits, or two courses, of transfer.

Print clearly and firmly

NAME _____

Initial Semester
of Enrollment _____

ADDRESS _____

ID# _____

MAJOR _____

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

BUSINESS PHONE # _____

HOME PHONE # _____

EMAIL: _____

I have attached a course description and/or syllabus, and a statement of graduate degree requirements from the guest university (e.g. the courses required for the guest institution's MBA/Master's program). *I understand that my request cannot be processed without this information.*

Student Signature

Date

From: School	Course Number	Course Title	Semester Completed	Credits Received	Grade Received	Lubin course number & title

-- For OGAASD Office Use Only --

Date received:

Courses accepted for transfer:

Course Number	Course Title	Credits	Lubin course number & title	Credits

Courses not accepted for transfer:

Reason:

Course Number	Course Title	Credits

Official OGAASD Signature

Title

Date