

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

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

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