

Transfer Credit Approval Policy & Instructions

It is expected that all work for graduate degrees be completed at William & Mary's Mason School of Business. However, under certain circumstances, transfer credit requests will be considered. After the student is enrolled, a maximum of six (6) semester hours of acceptable graduate credit in a degree program at an AACSB-accredited institution may be transferred and applied toward a graduate degree. Please see the **AACSB website** for a list of accredited institutions.

Transfer credits requested after a student is enrolled will be considered only for extenuating circumstances. Approval from the program's Associate Dean must be obtained in advance for transfer credits to be considered.

Grades for transfer courses are not included in your cumulative GPA. Each transfer credit request is handled on a case-by-case basis.

Students are required to request transfer credit approval before taking any course. Students will only receive transfer credit if they earn a grade of "B" or better in the course; a grade of "B-" is not acceptable and the course will not count as transfer credit.

Students should email the Transfer Credit Request Form to ptmbaprogram@mason.wm.edu along with the syllabus for the course for which they would like to receive transfer credit. The program office will then forward the request to the appropriate professor for signature. Please note that transfer credit approval is not guaranteed, but depends on the professor's judgment as to whether the coursework meets the criteria of appropriate subject matter, rigor, and length of a course acceptable to the program's requirements.

Next, the program office will forward the form for approval by the Associate Dean of Residential Graduate Business Programs. If all signatures are obtained, the program office will notify the student to register for the course and will forward the form and syllabus to Academic Administration to hold until the course is completed.

Once the class is completed and grades are posted, the student must request that the university at which the class was taken send an official transcript to William & Mary. Transcripts, should be sent to ptmbaprogram@mason.wm.edu. Please let the program office know when you have ordered them.

Once the program office receives the official transcript, it will then be forwarded to Academic Administration for transfer credit processing. Once processed, the program will inform the student via email.

APPROVAL OF GRADUATE TRANSFER CREDIT

This form should be used by Raymond A. Mason School of Business graduate students who would like to transfer graduate credit from another institution to be applied towards a degree.

The ability to transfer graduate level credit varies by program. Please contact your program office for additional information.

INSTRUCTIONS:

1. Complete Section A of the form.
2. Return the form to your program office. You will be notified by the program office if your request has been approved.
3. Request that your transcripts be sent to your program office after completing the course.

SECTION A: (Completed by the student)

Student Name: _____ **Student ID:** _____

Program (PTMBA, FTMBA, MAcc, etc.): _____ **Effective Semester/Year:** _____

Transferring courses must be completed with a grade of "B" or better ("B-" is not acceptable) in order to be applied to a graduate degree.

Incoming Course Name	Incoming Course Number	Incoming Institution	Credit Hours	Program Course Equivalent

Reason for Request:

By signing below, you assume full responsibility for managing your course at the incoming institution. You also agree that you understand that transfer credit will not be applied until official transcripts from the incoming institution have been received by the Raymond A. Mason School of Business.

Student Signature: _____ **Date:** _____

SECTION B: Program Approval

Faculty Signature: _____ **Date:** _____

Program Office Signature: _____ **Date:** _____

Associate Dean Signature: _____ **Date:** _____