

Transfer Credit Pre-Approval

Policy & Instructions (Fall 2013 and Later Matriculants)

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

Transfer credits requested after the student is enrolled will be considered only for extenuating circumstances such as relocation or business courses needed for employment that are not offered in the Flex MBA Program. Approval from the Program Associate Dean must be obtained in advance for transfer credit 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.

Please see the AACSB website at <http://www.aacsb.edu/General/InstLists.asp?lid=2> for a list of accredited institutions.

Students are strongly encouraged to request transfer credit approval before taking any courses, to ensure that they will receive transfer credit if they earn a grade of "B" or better. (A grade of "B-" is not acceptable.)

Students should email the Transfer Credit Request form to the FlexMBA.Program@mason.wm.edu with the syllabus for the course for which they would like to receive transfer credit. The Program will then forward the request to the appropriate professor for signature. Please note that transfer credit pre-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 William & Mary's Flex MBA Program.

Next, the Program will forward the form for additional signatures of the MBA Director of Student Affairs and Academic Support as well as the Associate Dean. If all signatures are obtained, the Program will notify the student to register for the course and will forward the form and syllabus to the Graduate Registrar 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. E-transcripts are much faster if the university offers them. For e-transcripts, ask the university to send to FlexMBA.Program@mason.wm.edu. For hard copy transcripts, use the following address:

College of William & Mary
Mason School of Business
Flex MBA Program
Miller Hall, Suite 2019
P.O. Box 8795
Williamsburg, VA 23187-8795

In either case, please let the Program know when you have ordered them.

Once the official transcript arrives at W&M, the Program will forward it to our Graduate Registrar, who will transfer the credits and let the student know that the process is complete. Students should check their unofficial transcript on Banner to confirm that there is a record of the transfer credit.

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 in graduate level credit varies by program. Please contact your program 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 (i.e. Flex, FT, 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 an MBA 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 Registrar.

Student Signature: _____ Date: _____

SECTION B: Program Approval

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Assoc. Dean MBA Programs Signature: _____ Date: _____

FOR OFFICE USE ONLY	Processed Date:	Initials:
Transcript Received Date:		Grade Received: