BARUCH COLLEGE/CUNY
ZICKLIN SCHOOL OF BUSINESS
OFFICE OF GRADUATE ACADEMIC SERVICES
One Bernard Baruch Way/Box B13-221
New York, New York 10010
Tel: (646) 312-3140 Fax: (646) 312-3141

STEP I: TRANSFER CREDIT REQUIREMENTS

1. **Courses for transfer credit must have been completed within five years of a student's enrollment at Baruch.**
2. Only graduate level courses completed in AACSB-International accredited graduate schools of business will be considered for transfer credit, with the following exception: MBA students entering in Fall 1996 or later who took graduate courses prior to admission may apply for transfer credit for core courses completed in non-AACSB International, but regionally accredited graduate schools of business.
3. Course credit cannot have been applied towards the completion of another degree.
4. Students who seek transfer credit must be in good academic standing (3.0 GPA).
5. Transfer credit requests are subject to approval by the appropriate academic department and by the Office of Graduate Academic Services.
6. In general, courses must be equivalent to courses in the Baruch curriculum.
7. A two-credit course cannot replace a three-credit or four-credit course unless in combination with another appropriate two credit course.
8. A **minimum grade of B** is required in courses for which transfer credit is sought. Transfer credit grades are not calculated in the Baruch GPA.
9. **MBA students: Up to twelve transfer credits will be allowed. No more than three - four credits (one course) may be applied towards the MBA major. MS students: Up to eight transfer credits (two courses) will be allowed.**
10. If you are currently enrolled in Zicklin and wish to take a course at another AACSB-accredited institution, attach to your transfer credit application: 1) a statement indicating the reasons for your request; 2) a Graduate Out-Going Permit Application form (http://www.baruch.cun.edu/registrar/documents/Outgoingpermiapplication.pdf). You must complete a permit form each semester you register at another school. Graduate Academic Services will sign the permit form(s) once your transfer request is approved (please pick up the signed forms in our office). Students seeking transfer credit for study abroad should consult Dr. Richard Mitten, Office of Study Abroad, Weissman Center for International Business, and Graduate Academic Services before submitting any paperwork.

STEP II: TRANSFER CREDIT PROCEDURE

1. Submit a transfer credit application for each course to be reviewed. **The course description and syllabus must be attached to each application (Please submit two copies of each application form, course description, and syllabus).**
2. A letter on official college letterhead confirming your resignation from prior graduate program.
3. An **official transcript** showing the courses completed for transfer credit from prior graduate program.

Please submit the above material to the Office of Graduate Academic Services once you are admitted into the Zicklin Graduate School of Business.

For further information please contact the Office of Graduate Academic Services

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Student to complete this Section Transfer Credit Application (Please Print)

(Complete one application for each transfer request)

Date: _____

Date of Entry: Fall	Spring	Specialization	MBA	MS
Last Name, First Name:	ID/SS #	Daytime Phone #		
Address:				
Name of AACSB and/or Regionally Accredited Institution: **Attended** ☐ **Plan to Attend** ☐	**Is official documentation attached stating student has resigned from prior graduate degree program: [☐] Yes [☐] No**			

Transfer Course #	Title	Cr.	Year	Grade	Baruch Course #	Cr.	Department/Advisor
							Name: Date:

Student's signature:	Email Address:

OFFICE USE ONLY

Departmental Review

Advisor's Approval:	Approved ☐	Denied ☐	Signature:	Date:
Advisor's Comments:				
Signature:				Date:

Office Of Graduate Academic Services (OGAS)

AACSB Accredited: Yes ☐ No ☐			Regionally Accredited: Yes ☐ No ☐	
OGAS Preliminary Approval (Pending Transcript/Other documents):	Approved ☐	Denied ☐	Signature:	Date:
OGAS Final Approval (Documents Received):	Yes ☐	No ☐	Signature:	Date:
Sent To Registrar: Yes ☐ No ☐				Date:

Please submit two copies of Form and all supporting documents.