



**GRADUATE PROGRAMS**

One Bernard Baruch Way  
 New York, NY 10010-5585  
 BOX 13-280  
 Tel: 646-312-3132

[ZicklinGradPrograms@baruch.cuny.edu](mailto:ZicklinGradPrograms@baruch.cuny.edu)

**TRANSFER CREDIT REQUIREMENTS**

1. Courses for transfer credit must have been completed within **5 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.
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 Programs.
6. In general, courses must be equivalent to courses in the Baruch curriculum
7. A course of less credit value **cannot** replace a **3-credit** or **4-credit** course unless in combination with another course to equal the course credit count.
8. A minimum grade of **B** is required in courses for which transfer credit is requested. Transfer credit grades are not calculated in the Baruch GPA.
9. *Please see what your program permits in the chart below.*

<b>MBA students (57 cr.)</b>	<b>Traditional MBA (48 cr.)</b>	<b>One Year MBA</b>	<b>MS students (48 cr.)</b>	<b>MS Accountancy</b>	<b>MBA Accountancy</b>
Up to 12 transfer credits will be allowed. No more than <b>1 course</b> (3-4 credits) may be applied towards the MBA major.	<b>Evening MBA</b> – can transfer up to 9 credits towards functional/elective <b>Full Time MBA</b> – can transfer 9 credits of electives.	Cannot transfer any credits.	Up to 8 transfer credits <b>2 courses</b> will be allowed.	Up to 14 transfer credits, with no more than <b>2 courses</b> (6-8 credits) applied toward the major.	Up to 14 transfer credits, none of which to be counted towards foundational courses, with no more than <b>2 courses</b> (6-8 credits) applied toward the major.

10. Students seeking transfer credit for study abroad should consult **Dr. Richard Mitten, Office of Study Abroad**, Weissman Center for International Business and Graduate Programs before submitting any paperwork.

**TRANSFER CREDIT PROCEDURE**

- STEP 1: Submit a transfer credit application for each course to be reviewed including course description and syllabus.
- STEP 2: A letter on official letterhead confirming your resignation from prior graduate programs.
- STEP 3: An official transcript showing the courses completed for transfer credit from prior graduate program.
- STEP 4: All documents **\*must\*** be complete, scanned and emailed to [ZicklinGradPrograms@baruch.cuny.edu](mailto:ZicklinGradPrograms@baruch.cuny.edu) with the subject line **“TRANSFER CREDIT REQUEST”** (or) physically brought to the Office of Graduate Programs (**13-280**).

If you are **currently enrolled** in Zicklin and wish to take a course at another AACSB-accredited institution, attach to your transfer credit application the following:

1. A statement indicating the reason for your request
2. A Graduate Out-Going Permit Application form (<http://www.baruch.cuny.edu/registrar/documents/Outgoingpermitapplication.pdf>).

You must complete a permit form each semester you register at another school. Graduate Programs will sign the permit form(s) once your transfer request is approved.



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**MBA/MS Graduate Programs Transfer Credit Application**

(Complete one application for each transfer request)

Date: \_\_\_\_\_

**(Please Print Clearly)**

Date of Entry: Fall <input type="checkbox"/>		Spring <input type="checkbox"/>		Select Program: MBA <input type="checkbox"/>		MS <input type="checkbox"/>		Specialization:		
Last Name, First Name:				Empl ID #			Daytime Phone #			
Baruch Email Address:										
Name of AACSB Accredited Institution: Attended: <input type="checkbox"/> Plan to Attend: <input type="checkbox"/>					Is official documentation attached stating student has resigned from prior graduate degree program: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Transfer Course #	Course Title	Cr.	Year	Grade	Baruch Course #	Cr.	Course Title			
Student Signature:										
<b>OFFICE USE ONLY</b>										
<b>Departmental Review</b>										
Faculty Advisor Approval:			Approved <input type="checkbox"/>		Denied <input type="checkbox"/>		Signature:		Date:	
Comments:										
<b>Office Of Graduate Programs Review</b>										
AACSB Accredited: Yes <input type="checkbox"/> No <input type="checkbox"/>										
Graduate Programs Outgoing Permit Approval:			Approved <input type="checkbox"/>		Denied <input type="checkbox"/>		Signature:		Date:	
Sent To Registrar: Yes <input type="checkbox"/> No <input type="checkbox"/>										Date: