



**Providence College MBA Program  
Credit Transfer Form**

Graduate courses which have not been applied toward another degree are evaluated for transfer credit by the MBA Program. Additionally, the transfer of graduate courses is governed by the following college policies:

- A maximum of six credits may be transferred
- Coursework must be from an AACSB-international accredited institution of higher learning
- Coursework must have been completed within five years of the date of transfer (unless an exception is made for a particular course by the program director)
- A minimum grade of B is required

New MBA applicants interested in transferring credits:

1. Once enrolled in the MBA Program, complete and submit this form including a syllabus for the course(s) and a final official transcript from the institution(s) attended to the MBA Office for review.

Current students need pre-approval to transfer credits:

1. Prior to taking a class, please complete the credit transfer form and include the course description and syllabus for the class for pre-approval.
2. If approved, after completing the course, submit the transfer credit form, final syllabus, and final official transcript from institution attended to the MBA Office for review.

Please allow two to three weeks for your request to be reviewed.

Course (at other Institution)	Institution Transferring From	Number of credit hours	When taken/ grade received	PC equivalent course	Core or Prerequisite

Have you previously transferred MBA-level credits into the PC MBA Program?      Yes      No

If so, how many MBA-level courses have you transferred? \* \_\_\_\_\_

*\*Reminder: A Maximum of 6 MBA-level credits (2 MBA courses) may be transferred*

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Current students only:**

Banner ID: \_\_\_\_\_ Term taking course: \_\_\_\_\_

Reason for taking course elsewhere: \_\_\_\_\_

**Official Use:**

Pre-Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Post Class Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Transcript Received: \_\_\_\_\_ Date Sent to Dean's Office: \_\_\_\_\_

Comments: \_\_\_\_\_