

## School of Business—MBA Program

### Policy for Approving Graduate Transfer Credit

Approved by the School of Business Graduate Committee—October 21, 2002

*All policies of the graduate school published in the Graduate Catalog must be followed. Refer to current catalog for a complete description.*

- Only courses in which the student earned graduate credit and a grade of “B” or better are acceptable for transfer credit.
- Courses in which the student earned “CR” or “Credit” are not transferable.
- Transfer credit must be certified for graduate credit by official transcripts sent directly to the Graduate School from the Registrar of the school in which the credit was earned.
- Transfer credit must be on file in the Graduate School by the Last Class Day published in the Class Schedule.
- No transfer credit taken prior to the receipt of a baccalaureate degree at another college may be counted toward a graduate degree at Eastern Illinois University.
- All transfer credit is subject to the six-year time limit on Master’s and Specialists’ Degrees established by the Graduate School.
- All transfer credit must be approved by both the department and by the certification officer in Graduate School.
- A maximum of 11 semester hours of graduate course work may be considered for transfer credit.
- A minimum of 21 semester hours of the 32 non-thesis option semester hours of study is required in residence.

*Policies established by the School of Business Graduate Committee include:*

- Students must submit to the Coordinator:
  - Transcripts documenting successful completion of the course(s)
  - Catalog copy (printed or on-line) of the course description(s) (which includes documentation of credit hours);
  - A program description (which includes documentation that the course(s) is at the graduate level);
  - Documentation that the program/department/school is accredited by AACSB-International or determined to be of comparable quality to our program by the Graduate Committee;
  - A course syllabus that includes learning objectives, topics covered, assignments and/or projects, evaluation methods.

- The Coordinator will determine that the course(s) has met these requirements:
  - The course(s) was taken at an institution where the program/department/school is accredited by AACSB-International.
  - In consultation with the Graduate School Certifying Officer, determine that the course(s) was taken at the graduate level.
  - The course(s) meets the semester-hour requirements for contact hours (e.g., 3 quarter hours=2 semester hours).
  - The transfer course is comparable to our course, which includes a consideration of course prerequisites and course content.
  
- The Coordinator may determine at this point that the course(s) cannot be transferred because it does not meet the MBA Program requirements and/or does not meet the requirements of the Graduate School.
  
- If the Coordinator determines that the previous requirements have been met, the Coordinator will request a faculty member who teaches in the area of the transfer course(s) to review the syllabus to determine if the course(s) is a match for a core course or an elective in the MBA Program.
  
- The Coordinator will make the final determination of the appropriateness of the course(s) for transfer credit based on the recommendation of the faculty member who reviewed the syllabus.
  
- The Coordinator will notify the student and if approved will include the course(s) on the student's study plan.
  
- The Certifying Officer in the Graduate School makes the final determination of certifying the course(s) for graduate credit.