Petition for the Transfer of Courses
William E. Simon School of Business

Instructions: Read the relevant section on the back of this form regarding the criteria and procedures for transferring credit to the Simon School. Complete the shaded region of the form and deliver the petition to Lena Cardone (CS2-211D), along with a course description and course syllabus (if available). When requesting transfer credit for a completed course, an official transcript must accompany the petition.

Have you applied, or are you currently applying, for the transfer of other courses? Yes ______ No ______

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID#:</th>
<th>Status:</th>
<th>Part-time</th>
<th>Full-time</th>
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<tr>
<th>Course to be Taken -- Other Institution</th>
<th>Intended Simon School Equivalent OR General Elective Credit</th>
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<tbody>
<tr>
<td>Course #</td>
<td>Title</td>
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Guidelines for Transfer Credit:
1. Full-time students are not eligible to transfer core courses.
2. Courses may not be used to satisfy the requirements for another degree.
3. Course must be at the graduate level.
4. A grade of "B" or better must be received.
5. Course must be completed within the past 5 years.

Guidelines for International Exchange Program Courses:
1. Courses may not be used to satisfy the requirements of another degree.
2. Courses must be taken at the graduate level.

Guidelines for Simon School Foreign Language Study:
1. Courses may not be in student's native language, or in English.
2. Courses may not be used to meet the requirement of another degree program.
3. A grade of "B" or better is required.
4. Classes must be taken while matriculated at the Simon School.
5. Students must complete at least 6 credit-hours (2 courses) to receive a maximum of 3 credits.

Approvals/Comments:
Area Coord. Approval: ____________________________
Assoc. Dean Approval: ____________________________
Comments: ______________________________________
                     ______________________________________
                      ______________________________________

Transcript Recvd? Transfer Fee? ______  ______
**MBA TRANSFER CREDIT**

To receive a Simon School MBA degree, a minimum of 17 three- or four-credit-hour courses must be taken in residence. Students may petition to receive transfer credit for up to 3 courses taken at other universities or at the University of Rochester outside of the Simon School. A maximum of three courses or nine credit hours may be approved for transfer. Note that grades for transferred courses are **not** calculated into a student's cumulative GPA unless the course is part of an approved University of Rochester/Simon School joint degree program.

**Criteria:**
1. The course must have been taken within the last 5 years.
2. The course is a graduate level course.
3. The course cannot have been used to meet the requirements of another degree (except in the case of an approved University of Rochester/Simon School joint degree program).
4. The student must receive a grade of "B" or better.
5. Due to the integrative nature of the cohort system, **no transfer credit is granted to full-time MBA students for core courses.** Only part-time students may petition for the transfer of core courses. Part-time students who have passed the CPA Examination can petition to have ACC401, Corporate Financial Accounting, waived, but no course credit accompanies a waiver. Students granted a waiver for ACC401 will need to replace the course with an elective.

**Procedures:**
1. The student should complete a Petition for the Transfer of Courses Form and submit it to Lena Cardone (CS2-211D), Executive Assistant to Sr. Associate Dean Ronald Hansen. (Form can be obtained from Registrar's Office.)
2. Attached to the petition form should be the course description from a catalog, course syllabus (if available), and if already taken, a grade report or official transcript.
3. The petition will be checked by Lena Cardone to see that the course meets the above criteria and will consult with the appropriate area coordinator. Once the area coordinator has made a determination, Sr. Associate Dean Hansen will review and make a final decision on the petition.
4. The student can verify the status of this petition via the on-line Registration Section of the Simon School intranet.
5. Upon completion of the course, the student must provide the Simon School Registrar's Office with an official transcript showing the course and grade. **In order to obtain credit for the course toward the student's degree, payment of the $600 transfer fee must be made.** Checks should be made payable to the University of Rochester, and submitted to the Simon School Registrar's Office. (**Note: Checks should not be submitted to the Bursar's Office.**)

**EXCHANGE PROGRAM**

Students may petition to receive transfer credit from an approved Simon School International Exchange Program. A maximum of three courses or nine credit hours may be approved for transfer. Note that grades for transferred courses are **not** calculated into a student's cumulative GPA.

**Criteria:**
1. The course must be taken while the student is matriculated at the Simon School.
2. The course is a graduate level course.
3. The course cannot have been used to meet the requirements of another degree program.
4. The student must receive a grade of "B" or better to receive transfer credit for the course.
5. Students cannot receive transfer credit for core courses.
6. To participate in an international exchange program, a student must be in good academic standing (i.e., GPA of 3.0 or above) at the time of departure.
7. All courses must be cleared with Sr. Associate Dean Ronald Hansen before departure. In general, courses transferred are unrestricted electives. For a course to substitute for a specific Simon School course or fulfill concentration requirements, the approval of the respective area coordinator is required.

**Procedures:**
1. Students apply to participate in a Simon International Exchange Program by submitting an application to the Director of Student Services by the established deadline.
2. The student will be notified of the decision once it is made.
3. Students must then complete a Petition for the Transfer of Courses Form and submit it to Andrew Abousleman, Student Services Office (S202C). Courses must be approved for transfer prior to the student's departure. This request should include whether the student plans to transfer 6 or 9 credit hours toward his/her degree.
4. The student should request the Simon School Registrar's Office to register him/her for GBA492 - International Exchange Programs for 6 credit hours, or GBA493 - International Exchange Programs for 9 credit hours.
5. Upon completion of the Exchange Program, students must provide an official transcript showing the courses and grades to the Simon School Registrar's Office.

**FOREIGN LANGUAGE STUDY**

Decisions regarding transfer credit for foreign language study are made on a case by case basis by the Sr. Associate Dean for Program Development. In general, students are expected to satisfactorily complete two or three courses (six to nine credit hours) of language study in exchange for the maximum of three credit hours that will be approved toward the Simon School degree. Note that grades for transferred foreign language courses are **not** calculated into a student's cumulative GPA.

**Criteria:**
1. The language courses must be completed during the time the student is matriculated at the Simon School.
2. The language courses cannot be taken in a language the student has previously "mastered" in another program or school or in a student's native tongue.
3. The courses can either help fulfill the requirements of the concentration in International Management or count as an unrestricted elective.
4. Foreign language courses can be taken at the undergraduate or graduate level.
5. The courses cannot be used to meet the requirements of another degree program.
6. The student must receive a grade of "B" or better in each course.

**Procedures:**
1. Students should request approval to transfer foreign language credit by completing a Petition for the Transfer of Courses Form and submitting it to Lena Cardone (CS2-211D), Executive Assistant to the Sr. Associate Dean Ronald Hansen. This should be done prior to taking the courses.
2. The Executive Assistant will then notify the student of the decision once it is made.
3. Students should request the Simon School Registrar's Office to register them for GBA 494 - Foreign Language Transfer Credit.
4. Upon completion of the courses, the student must provide an official transcript showing the courses and grades.

**MS TRANSFER CREDIT**

The procedures for transfer of credits for MS degree programs are the same as for the MBA program, except that a maximum of two transfer courses is allowed.

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