

Transfer Credit Policy and Guidelines

Carroll School of Management Graduate Programs

Effective August 28th, 2023

Transfer Credit

Students already enrolled in a Master's degree program at Boston College who wish to take a graduate course at another institution for credit toward their Boston College graduate degree *must obtain written approval from both the Graduate Program Assistant Dean, Student Services & Academic Advising and the Associate Dean before the course is taken*. Transfer of credit requests for currently enrolled students are only approved in extraordinary circumstances in which the student is not able to take the course at Boston College for personal or professional reasons. ***Students should work with their academic advisor to exhaust all options available for online courses within the Carroll School of Management before considering a class for transfer credit.*** Requests will only be reviewed for graduate courses at other AACSB-accredited colleges or universities and no transfer of credit will be approved for requests received after the course has been taken. Grades received for transferred courses are not calculated into th

The University reserves the right to correct typographical errors or to adjust this policy at any time.

Part-Time MBA Program

Current part-time MBA students who wish to take a course outside of the Carroll School of Management must submit their request, in writing, at least 30 days prior to the start of the semester in which the student wishes to enroll in the outside course.

Students must have completed a minimum of two semesters before they can submit a request to take a course outside of the Carroll School of Management. This includes courses taken through the JesuitMBA network.

Students must complete the [Request for Transfer Credit Form](#) and email the following documents to gsomstsv@bc.edu:

A current course syllabus which includes a list of textbooks and supplementary readings and a course-meeting schedule indicating number of class meetings, exam dates, and start/stop time of each class (*required with every request*)

Supervisor-signed letter on company letterhead outlining the details and dates of a job relocation, *if the transfer course request is related to a job relocation*

Except under extenuating circumstances, students will not be approved for transfer credit if a comparable course is offered in the Carroll School of Management during the same academic year. Part-time MBA students may be approved to cross register for one course each semester (not including Summer or online classes) at Boston University and Tufts, through the Consortium, for a maximum of 2 classes. Students interested in cross-registering for courses through the Consortium must first seek approval from the Graduate Programs Office by completing the Request for Transfer Credit form. If approved, students must then complete the necessary cross-registration forms, available through the University Office of Student Services (Lyons Hall). Per the Consortium agreement, tuition will be billed

No more than two courses will be approved for transfer credit and the combination of waived credits and transfer credits may never exceed 15 credits.

Full-Time MBA Program

Current full-time MBA students, who wish to take a course outside of the Carroll School of

A current course syllabus which includes a list of textbooks and supplementary readings and a course-meeting schedule indicating number of class meetings, exam dates, and start/stop time of each class (*required with every request*)

related

Other documentation as requested by the Assistant Dean, Student Services & Academic Advising

If approved and once the course is completed with a minimum grade of B, students should request an official transcript be sent to gsomstsv@bc.edu or Graduate Management Programs