

Graduate School of Management

Transfer of Credit Checklist

All transfer credits must be pre-approved. Normally six credit hours of approved graduate work from an AACSB accredited master's program will transfer with the consent of the Associate Dean of the Graduate School of Management. Exceptions to the six credit limit are rare and must be submitted in writing to the Director of your master's program and the Associate Dean of the Graduate School of Management. (See Jesuit Multilateral Agreement for exceptions.)

The grade of B or better is required for all transfer credits. Transfer credits are reflected on your official Marquette University records. However, the grades are not calculated nor posted as part of your Marquette University records.

- Research AACSB accredited schools for potential courses.
 - for a list of AACSB accredited schools, visit AACSB.edu
- Seek written approval from the Associate Dean of GSM or your MS Program Director
 - submit course descriptions, and ideally a syllabus for each course of interest
- Know and document if school works on the credit hour, quarter system, etc.
 - Quarter hours transfer 2/3 of a credit hour (i.e., a 3 credit quarter hour course is equivalent to 2 credit hours at Marquette). It may be necessary to take additional quarter credits to achieve the required credit totals for a program.
 - Trimester hours may vary from school to school and will be evaluated individually.
 - Students less than 1 credit short after such a transfer of credits will not be required to complete additional credits pending completion of all program requirements. A student short 1 full credit or more for graduation must take additional course work.
- Upon completion of the course, have official transcripts sent directly from the attending school to the Graduate School of Management.
 - Transfer credits taken the same semester as a projected graduation may be problematic. A student cannot graduate without official transcripts by the University posted deadline for transcripts and transfer credits. This deadline may be earlier than the completion of the semester for which classes are being taken. It may be necessary for the student to reapply for a future graduation and diploma.
- Complete the on-line Transfer of Credit form available on our website at www.marquette.edu/gsm under the forms link in the left column of the web page and submit to the GSM office.
- Graduate level credits earned at Marquette, as a degree student in a different graduate program may transfer following the same request and approval process outlined above. Students are responsible for initiating the process. Credits transferred between Marquette programs or statuses are included as part of the credit transfer limit with the exception of the second master's degree.
- Members of the Jesuit Multilateral Agreement (See Jesuit Multilateral Agreement) may transfer more than 6 credits of pre-approved course work.