



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 the student's Boston College GPA.

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*
 - Signed doctor's note or other medical documentation, *if the transfer course request is related to the student's health*
 - Other documentation as requested by the Assistant Dean, Student Services & Academic Advising
- Transfer credit, unless an exception has been granted, must be related to the degree and must be taken at an AACSB-accredited institution.

- 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 through the student's Boston College account at the Carroll School of Management's tuition rate.
- 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 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*)
 - Signed doctor's note or other related medical documentation, if the transfer course request is related to the student's health
 - Other documentation as requested by the Assistant Dean, Student Services & Academic Advising
- Transfer credit, unless an exception has been granted, must be related to the degree and must be taken at an AACSB-accredited institution.
- Courses taken outside of Boston College will not reduce the student's flat-rate MBA tuition for that semester.
- 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.
- Full-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 and if approved, complete the necessary cross-registration forms, available through the University Office of Student Services (Lyons Hall).
- Per the Consortium agreement, tuition will be billed through the student's Boston College account, at the Carroll School of Management's tuition rate.
- The total amount of transfer credits may never exceed 1/3 of the course requirements for the degree.

Transfer Credit Policy FAQ

I am enrolled in the Carroll School of Management MBA Program. Can I take a class at a different institution for 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.***

I am relocating outside of the Boston area. Can I take classes at another institution for transfer credit?

Students should schedule an appointment with their academic advisor as early as possible to discuss a job-related relocation. Students will 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.

I prefer online asynchronous classes due to my work and personal commitments. However, I was not able to register for a CGSOM online class this semester. Can I take an online class at another institution instead?

It is important to note that the Boston College Carroll School of Management MBA program is an in-person program with some options for online asynchronous courses. If an online course is full, students should complete the respective department's waitlist form and also consider registering for an open course that fulfills degree requirements. Students will be notified of their waitlist status once the Graduate Program Student Services Team has reviewed all waitlist requests with CSOM academic departments, usually within 2 weeks of the date of registration.

If approved, how many classes can I take outside of the Carroll School of Management?

Part-time MBA students may be approved for no more than two courses for transfer credit and the combination of waived credits and transfer credits may never exceed 15 credits. Full-time MBA students may be approved for no more than two courses for transfer credit and the total amount of credits taken outside of the Carroll School of Management may never exceed 1/3 of the course requirements for the degree.

I took a class at another institution last semester. Can I transfer the credit to my BC MBA?

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.***

What documentation is required to complete the transfer credit process?

If all options for CGSOM online courses have been exhausted, students may 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*)
- Signed doctor's note or other related medical documentation, if the transfer course request is related to the student's health
- 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
Boston College Carroll School of Management
Carney Hall, 175
140 Commonwealth Avenue
Chestnut Hill, MA 02467

It is the student's responsibility to ensure that the official transcript has been sent by the respective institution of the transfer course and received by the Graduate Management Programs office for processing.

Once I have completed a pre-approved transfer course with a grade of B or higher, can I submit an unofficial transcript?

No. In order for the credit to be transferred for a pre-approved transfer course (with a final grade of B or higher), an **official** transcript must be sent to: gsomstsv@bc.edu or

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