

Capital MBA Transfer Course Request Form

Credit may be transferred to the Capital MBA for pre-approved coursework taken at another accredited college/university provided it appears on an official transcript sent directly from the transfer school to the Adult and Graduate Education Office after completion of the coursework and meets the following conditions:

POLICIES:

1. A maximum of nine graduate credit hours completed in the past seven years may be transferred to Capital.
2. In order for a course to be transferred in, there must be an equivalent Capital MBA course(s) for the course(s) to be transferred. Students will be asked to supply a course syllabus for faculty approval prior to the granting of transfer credit.
3. Before undertaking graduate course work at another institution, the students should seek approval from the MBA Director.
4. The number of credits accepted in transfer for a course is equal to the number of credits that the equivalent Capital MBA course carries. The number of credits accepted in transfer is not necessarily equal to the number of credits earned. When there is a difference between the number of credits earned and the number accepted in transfer, it may be necessary to take additional course(s) in order to satisfy the graduation requirements of 36 credit hours of course work.
5. Credit accepted in transfer is expressed in semester credit hours.

INSTRUCTIONS:

1. Submit official transcripts to Capital University, Adult and Graduate Education Office 1 College and Main Columbus, OH 43209.
2. Complete the request form below. To submit for approval, submit electronically to mba@capital.edu or turn the form in to the Adult and Graduate Education office in the Ruff Learning Center.
3. Include a syllabus and/or an academic catalog course description of each transfer course.

Name _____ Email _____ Phone _____

Student ID# _____ College Attended _____

| Transfer School | | | Capital MBA Equivalent | | | |
|-----------------|--------------|----------|------------------------|--------------|----------|-----------------------|
| Course # | Course Title | Cr. Hrs. | Course # | Course Title | Cr. Hrs. | Approval (Office Use) |
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| | | | | | | |

Student Signature: _____ Date _____

Approved by: _____ Date _____