Up to 12 graduate credit hours can be transferred from accredited institutions to count towards your MBA degree if those courses align with the USI MBA curriculum. Please email the course syllabi and the completed questions below to **mba.program@usi.edu**. All transfer credit must be 3 credit hours each and no more than seven years old upon completion of your program at USI to be accepted. You must also have a B or better for consideration, and the MBA faculty will assess the transfer courses requested for curriculum alignment. The USI MBA course descriptions can be viewed [**here**](https://www.usi.edu/business/mba/schedule-course-descriptions).

1. What is your USI student ID number (beginning with ‘000’)?
2. Which concentration(s) are you pursuing in the MBA Program?

|  |  |  |
| --- | --- | --- |
| [ ]  General | [ ]  Engineering Management | [ ]  Project Management |
| [ ]  Accounting  | [ ]  Healthcare Administration | [ ]  Marketing |
| [ ]  Data Analytics | [ ]  Human Resource Management | [ ]  Supply Chain Management |

1. Will these courses be no more than seven years old upon completion of your program at USI?

Yes/No

1. Are each of these requested transfer courses 3 credit hours per course?

Yes/No

1. Did you earn a grade of B or better in each of these requested transfer courses?

Yes/No

1. Have you requested that the official transcript be sent from the institution you attended to USI School of Graduate Studies at graduate.studies@usi.edu?

Yes/No

1. Please complete ***all columns*** of the table below for the MBA faculty to evaluate your transfer course requests for alignment with the USI MBA curriculum.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transfer Course Name and Number****(e.g., Acct 602 – Managerial Accounting)** | **Transfer Course Description** **(e.g., full course description and learning objectives from the Syllabus or University Website)** | **Institution Attended** | **Term Taken** | **USI MBA Course** |
|  |  |  |  |  |
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