



# TRANSFER CREDIT REQUEST FORM

RCU may award a maximum of 50 percent (50%) of the credits required for a master's degree program through transfer credit. Courses accepted for transfer credit are relevant to the program of study and equivalent in both content and degree level.

<b>Last Name</b>	
<b>First Name</b>	
<b>Student ID</b>	

## Master of Business Administration (MBA)

	RCU Course Name	Course Name - Previous Education	Date Completed	Grade	Documentation Provided
1.	Strategic Management				
2.	Marketing Management				
3.	Cross Cultural Management				
4.	Finance for Managerial Decision Making				
5.	Project Management				
6.	Human Resource Management				
7.	Business Innovation and Creativity				
8.	Business Ethics and Corporate Governance				
9.	Research Methodology				
10.	Capstone Project				

Official transcripts can also be sent by the student as long as the official transcript is sealed from the originating institution. [admissions@rcu.education](mailto:admissions@rcu.education)

Transcripts that are evaluated by an approved third party must be recognized by the National Association of Credential Evaluation Service (NACES).

**World Education Services and Validential** are such companies that can provide both evaluation and translation services.



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## TRANSFER OF CREDIT

The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by Robert Cavalier University. Likewise, credits earned at Robert Cavalier University may or may not be accepted by another institution depending upon its programs, policies, and regulations.

Transfer credits will be evaluated using the following guidelines:

- ◆ Only the following credentials will be considered for transfer credit at RCU:
  - Credits earned at an institution that is accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA); or
  - An accepted foreign equivalent that is listed on the World Higher Education Database (WHED) Portal; or
  - An award recognized as equivalent by a college or university listed on the World Higher Education Database (WHED) Portal, such as:
    - Scottish Credit and Qualification Framework rated qualifications
    - or The Office of Qualification and Examinations Regulation (Ofqual) (UK) recognized awarding bodies or equivalent
    - Professional bodies; Chartered Association of Certified Accountants (UK), American Institute of Certified Public Accountants, Chartered Managers Institute (UK), Chartered Institute of Personnel Development
    - London Examinations Board-Post Graduate Certificate in Business Administration
- ◆ Any credits earned at a foreign institution must have a credential evaluation completed indicating equivalency with Robert Cavalier University courses.
- ◆ An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be evaluated.
- ◆ Courses submitted for transfer of credit must be relevant to the program of study and equivalent in both content and degree level. Courses submitted for transfer of credit into the MBA program must be at post-graduate level.
- ◆ A copy of the catalog or course syllabi from the institution at which the coursework was completed, at the time that the coursework was completed, must be furnished before any application for transfer credits can be evaluated.
- ◆ A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. Credits earned as a result of a "pass/fail" option are not eligible for transfer.
- ◆ Coursework completed more than three years ago is not eligible for transfer of credit.
- ◆ Transfer of credit must be completed before enrollment. Submitting an official transcript promptly is the sole responsibility of the student.



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- ♦ The Chief Academic Officer or other designated faculty member shall make a final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.

Up to 50% of the program can be completed via the transfer of credit. Therefore, the maximum number of credits that can be transferred into the Master of Business Administration is fifteen (15) credits or the equivalent of five (5) three-semester credit hour courses.

Students wishing to receive credit for courses taken at other institutions will need to provide all required documents as part of the application process.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## FOR RCU USE ONLY

Approved       Rejected

### Comment/s

\_\_\_\_\_  
RCU Chief Academic Officer Signature

\_\_\_\_\_  
Date