

# Transfer Credits

If you transfer into the MSBAIS from another program, either at USF or at a university elsewhere, you can transfer up to 9 credits. To do so, please send the syllabuses of the course you want to transfer to [muma-msbais@usf.edu](mailto:muma-msbais@usf.edu) (<mailto:muma-msbais@usf.edu>). If you transfer from another university, also indicate which USF course you believe the course you want to transfer is equivalent to. Also, include a transcript in the email showing that you completed the courses you want to transfer and the grade you received. You can only transfer courses for which you received a B or better.

Professor Bhattacharjee will evaluate the transfer requests, and inform Professor Reichgelt. Professor Reichgelt will write to you from the [muma-msbais@usf.edu](mailto:muma-msbais@usf.edu) (<mailto:muma-msbais@usf.edu>) to inform you of the decision. If the decision is to transfer any credits, please complete the following form

<https://usf.app.box.com/v/graduate-course-transfer>  (<https://usf.app.box.com/v/graduate-course-transfer>)

If you cannot find an equivalent USF course, simply leave the field that asks for a USF course blank.

Use [DocuSign](https://usflearn.instructure.com/courses/1794296/files/155500614/download?wrap=1) (<https://usflearn.instructure.com/courses/1794296/files/155500614/download?wrap=1>) to create an envelope. Route the form to Professor Reichgelt ([reichgelt@usf.edu](mailto:reichgelt@usf.edu) (<mailto:reichgelt@usf.edu>)) and to Stacey Bender ([staceebender@usf.edu](mailto:staceebender@usf.edu) (<mailto:staceebender@usf.edu>)) for their signatures, with a copy to Ashley Lora ([ashleylora@usf.edu](mailto:ashleylora@usf.edu) (<mailto:ashleylora@usf.edu>)). Professor Reichgelt will email you from the [muma-msbais@usf.edu](mailto:muma-msbais@usf.edu) (<mailto:muma-msbais@usf.edu>) account once the transfer credits have been approved.