

## Transfer of Credit

Upon receipt of a transfer applicant's transcript and course syllabi, the Admission Committee serves as the liaison to Babson's faculty who determine a course's transferability. In assessing courses for credit, faculty ensure that the course is both at an equal level of rigor to Babson's curriculum and that the course is similar in content to those offered at Babson. Credit is awarded only for faculty approved courses in which the student has earned a grade of "C" (2.0/4.0) or better. Transfer students must complete at least two years of study at Babson in order to earn their degrees, therefore, the maximum number of transfer credits Babson will award is 63.

## Transfer Credit Application and Instructions

Evaluation of transfer credit at Babson College is done through the [Transfer Credit Application](#). To access the Transfer Credit Application, log into your Babson Portal account and click on the link to the Transfer Credit Application. Here you should select the institution that you are taking courses from and, should the course you are taking be pre-approved, click along the right side of the screen to "add the course to my list"; you will then be prompted to fill out the necessary information about your course. Once you have filled your "My Courses" list, you will be able to see the exact credit you will be receiving.

If you are taking a course that has not yet been approved, you must **electronically** submit the full course syllabus from the class you are enrolled in so that it can be reviewed. Syllabi are required for all business (including accounting, finance, marketing, management, economics, etc.), math, science, law, and computer science classes. The syllabus is the document you receive from your professor at the beginning of the semester. All syllabi must contain a detailed list of topics covered each day in the course. Please note that some syllabi only list the chapters discussed each day. In that case, it is important to submit a copy of the textbook's table of contents.

Detailed course descriptions can be submitted for liberal arts courses, including foreign language courses. Please submit individual copies of all course descriptions. Please do not submit course catalogs. The more information we have about the courses you have taken, the more accurate our credit evaluation will be.

Once we receive the course syllabus or description, all courses will be reviewed by faculty to determine if content is similar to what is covered in Babson courses. If course content is found to be insufficient, you may be asked to provide additional information or the course may be denied for credit. Decisions about individual courses will be posted on the Transfer Credit Application, which can be accessed through your My Babson account.

Please note that courses in the following categories will **not** be considered for transfer credit:

- Courses where the student received a grade below a "C" (2.0/4.0)
- Nonacademic courses (such as recreational courses)
- Courses that contributed to your high school diploma
- Preparatory courses that are not currently offered at Babson (such as elementary level math courses and ESL courses)

It is recommended that applicants submit the Transfer Credit Application along with the application for admission. The final transcript from each institution must be submitted to Babson no later than October 1st (for students enrolling in the fall semester) or March 1st (for students enrolling in the spring semester).