

# JESUITMBA

## MEMO

To: Potential Transfer Students

Date: June 1, 2008

Re: Jesuit MBA Network Transfer

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The twenty-seven Jesuit MBA programs across the country recognize that today's MBA students face the possibility that they may be required to move during the course of their studies. As such, the “Jesuit Transfer Agreement” was reached which facilitates the students' ability to complete their MBA degree requirements.

Students who have completed 50% or more of their curriculum requirements at their current university will be eligible to receive their degree from the institution that originally admitted them. In such a case, the student may take course work at the receiving institution according to a plan established by the student's original institution. The student will work with their original institution to complete and submit a “Jesuit MBA Exchange Form,” and a letter of good standing to the school at which they would like to study as a visiting student. Ultimately, they will receive their MBA degree from their original institution.

Students who have completed less than half of the required courses by their original university have the opportunity to apply to another institution in the Jesuit MBA Transfer Network. For a list of participating institutions, go to [www.jesuitmba.org](http://www.jesuitmba.org). In order to transfer to another school in the Jesuit MBA Network, the student must complete a full application for admission as directed by the receiving institution. The institution granting the degree will have final authority in whether grades earned at the other institution will be included within the student's grade point average.

All participating institutions have the right to deny individual applicants—for either visiting student status or transfers—for any reason. Furthermore, it is expected that each institution also will employ the right to enforce their own University standards, regulations, and priorities that govern the management of their MBA Programs.

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## EXCHANGE FORM

1. Name of Student: \_\_\_\_\_
2. Social Security Number or Student ID: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Home Address: \_\_\_\_\_  
\_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. E-Mail Address: \_\_\_\_\_
7. Sending School: \_\_\_\_\_
8. Receiving School: \_\_\_\_\_
9. Credit Hours Required for MBA Degree: \_\_\_\_\_
10. Credit Hours Completed by Student: \_\_\_\_\_
11. % of Credit Hours Completed (#10/#9): \_\_\_\_\_
12. Is the student in good standing? (Y/N): \_\_\_\_\_  
(Please attach a letter of good standing.)

13. If the student is transferring courses back from the receiving school to the sending school for the granting of an MBA degree, please identify which courses at the receiving school the student will need to take to complete the degree requirements of the sending school. Specify alternates if possible:

Course Title	Credit Hrs	Course Title	Credit Hrs

14. If # 11 is at least 50%, specify any restrictions on grades, etc.

\_\_\_\_\_  
Name of MBA Director

\_\_\_\_\_  
Signature of MBA Director

\_\_\_\_\_  
Date of Submission

