

Transfer Course Equivalency Form

BOSTON UNIVERSITY COLLEGE OF FINE ARTS

This form is used to document equivalency for coursework to be completed outside of Boston University that is intended for use towards an *undergraduate* College of Fine Arts degree. Please use this form for liberal arts equivalency.

General Information:

All transfer work completed prior to admission is evaluated by the Office of Admissions. Evaluations of transfer work completed while a student is at CFA are processed by the CFA Student Records Manager or the Office of International Programs as appropriate. No more than 60 credits of transfer work may be applied toward graduation from CFA. In most cases, CFA equivalent courses can not be transferred in. For exceptions to this policy, please complete a CFA Petition Form and acquire approval from your advisor and School Director. (Acceptability of transfer work from non-B.U. Study Abroad programs must be also confirmed by the International Programs Office.)

Credit/equivalencies are not awarded for courses completed on a Pass/Fail basis, audits, or courses completed on the basis of any grading system except those comparable to the system used by Boston University. Credit is not awarded for work completed at the Harvard University Extension Program. **Transfer credit will be granted only for courses with a grade of C or above.** Credits earned on the quarter system will be converted to semester equivalents (example: 4 credits earned at UCLA on the quarter system will not transfer as 4 credits, but as 2.66 semester credits). You may use this form to have a course at a quarter credit institution approved to count as the equivalent of a particular course at Boston University, but the credits awarded will be based on the computation from quarter hours to semester hours. Likewise, a three-credit semester course at another institution may be approved to fulfill a specific requirement, but will yield only three credits toward the total required credits for graduation. In cases where a course requirement is being met with a lesser credit value course, additional general elective credit must be taken in order to meet the necessary credit requirement. Credit will not be awarded for external courses that duplicate courses taken at Boston University. External courses must carry at least 2.50 B.U. credits to be equated to a liberal arts requirement.

In order for credits/equivalencies to be awarded, you must complete and sign this form, and submit it with the CFA Petition Form to your school. This signed form does not approve transfer of credits; it equates external courses to Boston University courses. **Upon completion of external work, you must have an official transcript of the work mailed to the CFA Dean's Office, Records Manager, Room 230, 855 Commonwealth Ave., Boston, MA 02215.**

NOTE: During the fall and spring semesters, CFA students may not enroll concurrently at BU and another institution, with the exception of institutions that are part of the BU Consortium agreement. Boston University students may not satisfy program requirements through the transfer of credit earned in summer offerings of other institutions located within the Greater Boston area, unless (a) the credit involved is for a required course not offered through Boston University's Summer Term, or (b) the student has obtained prior approval from both the responsible department chairman and director of their school.

Authorized approval for reverse side:

Writing requirement:	<i>CAS Writing Program, Assistant Dean</i>
Liberal Arts courses:	<i>Course department</i>
Language courses:	<i>Contact the Foreign Language Advisor in the CAS Academic Advising Office, CAS Room 105</i>
Other courses:	<i>Check with the CFA Records Manager Andrew Ryan</i>
External summer courses in Greater Boston area:	<i>(see note above and instructions on reverse side at bottom)</i>

Name: _____ CFA major: _____
BU ID number: _____ Expected date of graduation: _____
Telephone #: _____ Email: _____

1.

Course number: _____ Course Title: _____

Semester and year taken/will take: _____ Institution: _____

NOTE: During the fall and spring semesters, CFA students may not enroll concurrently at BU and another institution, with the sole exception of institutions that are part of the BU Consortium agreement.

To fulfill B.U. course #: _____

Lab Component? _____
yes/no

Approved by: _____
(Please print name.) (Title) (Date)

(signature) _____

2.

Course number: _____ Course Title: _____

Semester and year taken: _____ Institution: _____

NOTE: During the fall and spring semesters, CFA students may not enroll concurrently at BU and another institution, with the sole exception of institutions that are part of the BU Consortium agreement.

To fulfill B.U. course #: _____

Lab Component?: _____
yes/no

Approved by: _____
(Please print name.) (Title) (Date)

(signature) _____

**EXTERNAL SUMMER COURSES TAKEN AT INSTITUTIONS
IN THE GREATER BOSTON AREA**

For required courses not offered by B.U. Summer Term, complete only the section above; for all other summer courses in the greater Boston area (inside Route 128) completes the section above and obtain the signatures required in this section.

CFA Advisor: _____ Date: _____

School Director: _____ Date: _____