

COM / Transfer Credit Approval

Step 1: To be completed by the student.

If you are transferring credits from an international institution, please DO NOT use this form. There is a separate process for transferring international credits, which is managed through the BU Study Abroad Office. Please see instructions highlighted on the back of this form.

Transfer credits from outside institutions do not fulfill BU Hub general education requirements.

Name: _____ BU ID: _____

Phone #: _____ E-Mail: _____

Class Year: _____ Current BU School or College: _____

Date of Proposed Work: _____ Fall _____ Spring _____ Summer Year: 20 ____

External College/University of Proposed Work: _____

Course Number: _____ Course Title: _____

Credit/Hours: _____ Type: _____ Semester _____ Quarter _____

Proposed BU Course Equivalent: _____

Step 2: Share this form and a detailed course description or syllabus to the appropriate BU School or College's department for assignment of a BU course equivalent. The review process may take a number of days, so please plan accordingly.

To be completed by Department Official:

BU Course Equivalent: _____ Request Denied
If there is not a specific BU course equivalent, but the course is approved for transfer to Boston University, please make an equivalent recommendation (i.e. 1xx, 2xx, 3xx, etc.): _____

Departmental Signature: _____ Date: _____

Departmental Name (please print): _____

Departmental Comments (if any): _____

Step 3: Forward the signed form and course catalog/description/syllabus to COM Undergraduate Affairs (comugrad@bu.edu) for final approval. Please note that transfer courses are not officially approved until this form is returned to COM Undergraduate Affairs and is reviewed and signed.

Once the form is reviewed by COM Undergraduate Affairs you will be notified via email about the status of your transfer credit request.

To be completed by a COM Undergraduate Affairs team member:

This class is denied because: _____

This class is approved as: _____

COM Undergraduate Affairs Signature: _____ Date: _____

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Important Information

- International courses taken after your BU matriculation transfer through the Study Abroad Office. Students taking courses at an international institution must fill out the Study Abroad Transfer of Credit form. Please follow the instructions at <https://www.bu.edu/abroad/plan/program-features/external-programs/> to receive international credit.
- A minimum grade of a C is needed for transfer. Credit is not awarded for courses completed on a pass/fail basis.
- Courses taken outside of Boston University will not affect your BU GPA.
- Communication courses taken elsewhere may not replace COM requirements. Those courses can be counted as electives only. These courses must be pre-approved.
- Transfer credits from outside institutions do not fulfill BU Hub general education requirements.
- If you transfer in semester credits from another institution, you will receive the same number of credits you earned at the other institution, *even if the equivalent course at BU carries a different number of credits*. For instance, if you took a 3-credit semester-long course at another institution, you will transfer in 3 credits, even if the equivalent course at BU carries 4 credits.
- Credits from institutions on a system other than the semester system are converted to semester credits. For example, credits transferred from a quarter system institution will transfer to BU for two-thirds the number of credits. A 4 credit quarter system course will transfer to BU 2.66 (or 2 2/3) credits.
- All students must graduate with at least 128 academic credits.

Student's Signature

I am responsible for providing an official transcript of this course upon its completion.

Please request that an official transcript be sent from the College/University where you took the course to:

Boston University College of Communication
Undergraduate Affairs
640 Commonwealth Avenue, Room 123
Boston, MA 02215

comugrad@bu.edu

Student's Signature: _____ Date: _____