

Boston University College of Communication

Intra-University Transfer (IUT) Information

For information about COM and the application process, you must attend one of the following information sessions.

Wednesday	September 16	5:00 pm	COM 106
Thursday	September 24	5:00 pm	COM 317

Before attending a group information session, students interested in transferring into COM should thoroughly read the undergraduate curricula section in the College of Communication catalog. Students should have general knowledge of requirements, including the liberal arts distribution areas and those of the major department in COM under consideration. More specific individual advising may be done during an appointment with a COM advisor. Also, students can get a copy of the IUT Fact Sheet from the Office of Student Services in COM for a complete list of admissions requirements.

The deadline for completed applications is Friday, October 2nd at NOON. We must have all materials this early in the semester so we are able to act on your application before COM pre-registration begins. We begin the registration process earlier than other Boston University schools and colleges and want to ensure those accepted for the Spring 2010 semester are included in the COM pre-registration advising process. **No applications will be accepted after the deadline.**

What basic information do I need to know before I apply to transfer into the College of Communication?

- CO 201 (Introduction to Communication Writing) must be completed with at least a grade of B (3.0).
 - CO201 may be repeated once, only during the semester immediately following when CO201 was originally taken — it may only be repeated if a student meets all other requirements.
- Students must have a 3.0 GPA or higher in all other COM courses taken.
- Students must have a cumulative GPA of at least 3.0.
 - Please note: WR 100 as it is a pre-requisite for COM CO 201.

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A completed application packet includes the following:

1. **A 1-2 page statement of intent to include your area of pursuit within the College of Communication. Be specific as to the department and major,** as well as how you came to the decision to transfer.
2. **Give the Records Release form to your home school records office to immediately request from them all pertinent records from your file** to be sent to the College of Communication. These records are essential in the evaluation of your past work.

All completed applications will be reviewed and decisions will be available at COM Student Services a week after the deadline. An evaluation of your prior work in relation to our College requirements, both liberal arts and major department will be available with any acceptances, as will relevant pre-registration instructions.

Please Note:

- Students may apply only once.
- Students must meet the basic requirements before an application is submitted.
- An application may be submitted no later than the beginning of the first semester of junior year.
- Students must be in residence for a minimum of three full semesters (not including summer) before they can graduate from COM.
- Transfer students to the College of Communication may not participate in study abroad programs (including Washington, D.C. and Los Angeles, CA) during their first semester in COM.

All materials should be dropped off or mailed to:

**Office of Student Services
640 Commonwealth Avenue, Room 123
Boston, MA 02215**

INTRA-UNIVERSITY TRANSFER FACT SHEET

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COM

What basic requirements must I meet before I apply to transfer into the College of Communication?

- CO 201 (Introduction to Communication Writing) must be completed with at least a grade of B (3.0).
 - CO201 may be repeated once, only during the semester immediately following when CO201 was originally taken — it may only be repeated if a student meets all other requirements.
- Students must have a 3.0 GPA or higher in all other COM courses taken.
- Students must have a cumulative GPA of at least 3.0.

When are applications for transfer into COM accepted?

Application packets are available at the beginning of the Spring and Fall semesters, and the deadline is a month after the start of classes. The specific deadline for the semester in which you are applying will be printed in bold on the front of your application. DO NOT miss this deadline. Late applications are not accepted. There will be no exceptions!

When will I find out if I have been accepted to transfer into COM?

Letters will be sent to students within one week of the designated application deadline.

How many students are accepted into COM each semester?

All students who meet the stated prerequisites for transfer will be accepted into COM. There is no limit to the number of students who can enter COM in a given semester.

How many times may I apply to COM?

Once. Be sure to meet the requirements prior to applying. The latest an application may be submitted is the beginning of first semester of the junior year.

How soon after entering COM may I study abroad?

Students must complete one full semester in COM and maintain specific GPAs in both their COM courses and overall curriculum before studying abroad. Students must also complete one course in their major (not including CO 201) and be enrolled in their major writing course before an application for study abroad can be considered. Please see the Study Abroad Fact Sheet for more specific information.

How many semesters must I be a COM student in order to graduate from COM?

Students must be in residence for a minimum of three full semesters before they can graduate from COM.

Who should I contact if I have further questions about transferring into COM?

Students are encouraged to make an appointment with a COM advisor. Please contact COM Student Services at 353-3471 or at comugrad@bu.edu.

IUT RECORDS RELEASE FORM

Intra-University Transfer (IUT) out of: _____
(Your current School)

Please submit this form to the IUT coordinator in your current school to have a copy of your records sent to COM. Please see the listings below.

IUT Coordinator Addresses

CAS

725 Commonwealth Avenue
Room B-3
353-9432

SED

605 Commonwealth Avenue
Room 127
353-4563

SAR

635 Commonwealth Avenue
Room 203
353-2715

CFA

855 Commonwealth Avenue
Room 202
353-3350

ENG

44 Cummington Street
Room 110
353-6447

SMG

595 Commonwealth Avenue
Room 102
353-2650

MET

755 Commonwealth Avenue
Room 102
353-2980

PLEASE PRINT:

Student Name

ID Number

School of Proposed Transfer

Semester of Proposed Transfer

Student Signature

Today's Date

*Please send to COM Student Services, 640 Comm. Ave., Room 123, Attn: IUT Coordinator