



TRANSFER CREDIT APPROVAL

If you would like to take liberal arts and/or elective courses outside of BU, you must do the following:

- Attach a copy of the school's catalogue course description to this form. Please circle or highlight the course you want to take.
- Write the name and city/state of the school you wish to attend.
- Be sure to indicate the amount of credits offered for each course by the outside institution. Also designate which requirements (History, English, concentration etc.) you would like each course to fulfill.
- All courses taken for communication credit **must be taken in residence at the College of Communication.**

Attention:

- A minimum grade of C is needed for transfer. COM must receive an official transcript in a signed and sealed envelope for credit to be awarded. Transfer courses are entered as credit only and do not affect your BU GPA.
- A syllabus must be provided for ANY course that will be taken online. The student must specify that the course is an online course.

Name _____ BU ID# _____

Phone # _____ Email Address _____

Date _____

University or College _____ City and State _____

Course Number and Title _____ # credits _____ COM Requirement _____

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Course Number and Title _____ # credits _____ COM Requirement _____

Student Services Use Only			
Approved	Disapproved	_____	_____
		Sem/Qtr	Student Services
Approved	Disapproved	_____	_____
		Sem/Qtr	Student Services
Approved	Disapproved	_____	_____
		Sem/Qtr	Student Services
Approved	Disapproved	_____	_____
		Sem/Qtr	Student Services

Other Department Approvals:

- Any course being taken as a Writing Composition course must be approved by the CAS Writing Department at 730 Commonwealth Avenue.
 - Any course being taken in a foreign language or for foreign language credit must be approved by the Department of Romance Studies/Modern Languages and Comparative Literature in the College of Arts & Sciences, room 105.
 - Any course being taken for specific mathematics credit (i.e. calculus, statistics, etc.) must be approved by the Mathematics Department at 111 Cummington Street.
- * Once approval is given, this form must then be picked up from the respective departments and brought to Student Services for final approval and processing.

Return this form, with course descriptions stapled to it, to Student Services before you enroll in any courses.

Upon completion of the course, send a transcript to:
Boston University College of Communication
640 Commonwealth Ave, Room 123, Boston, MA 02215

****Please make a copy of this form for your records before submitting it.**