Please follow the steps below to request transfer credit prior to taking the course. Once completed please bring all paperwork to the Undergraduate Records office 44, Cumminington Mall (ERB 107).

**Step 1: To be completed by the student prior to taking the course.**

Name: __________________________________________ B.U. ID: ______________________

Email: ______________________ Class Year: ___________ Major: ______________________

**Course Information**

Institution: ________________________________________________________

Course Number: ___________________ Course Title: ______________________

Academic Semester: ___Fall ___Spring ___Summer   Year: ______

Credit hours: ________ Type: ___semester ___quarter

______________________________________________________________________________

**Step 2: If the course has been pre-approved according to the BU Transfer Equivalency site please attached the paperwork confirming equivalency.**

TES pre-approved: ____yes  ____no (attached paperwork confirming equivalency)

**Step 3: If the course has not be pre-approved according to BU Transfer Equivalency site please take this form and the course syllabus to the appropriate BU department prior to registering for the course.** The review process may take a number of days so plan accordingly.

BU Course Equivalent: _______________________________    _____Request Denied

Recommended, but under alternate BU course: _________________________

Departmental Approval (signature): __________________________________

______________________________________________________________________________

**Step 4: Please discuss your request with your faculty advisor.**

Faculty Advisor signature: ________________________________ ___yes ___no

______________________________________________________________________________

Please review important information and sign on page 2
Step 4: Bring completed paperwork to the Undergraduate Records office, 44 Cummington Mall for final approval.

By signing this request, I acknowledge that I understand the following important policies:

- I am responsible for sending an official transcript to the College of Engineering Undergraduate Records Office, 44 Cummington Mall, Boston, MA 02215.
- Students may NOT take summer courses at other institutions within the Greater Boston Area (within Rout 128) if the course is offered through BU Summer term.
- Courses taken outside of BU will not affect your BU GPA.
- A grade of C or better is required in order for course credits to transfer to my Boston University academic record (pass/grades are not allowed).
- Courses are required to be a minimum of 2.5 credits to satisfy a 4 credit requirement.
- Transferable coursework completed under a semester system is awarded with equal credits.
- Course work completed under a quarter systems is converted into semester hours by awarding 2/3 of the quarter-credit hours therefore the course may be insufficient to fulfill a BU requirement.
- If you decide to transfer a course that is less than 4 credits you are responsible for making up the deficit with additional course work. [http://www.bu.edu/academics/eng/policies/transfer-credit/]

Student Signature: ______________________________________ Date: ______________

Office Use Only
Credits: ________
Grade: ____________
BU Course equivalent: ____________
Approved by: ________________________ Posting date: ________________