Please follow the steps below to request transfer credit prior to taking the course. Once completed please send all paperwork to the Undergraduate Records office engrec@bu.edu prior to taking the course.

**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 attach the paperwork confirming equivalency.**

TES pre-approved: ______ yes ______ no (attached paperwork confirming equivalency)

**BU Course Equivalent:** ________________________________

**Step 3: If the course has not been 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

________________________________________________________________________________________

**Office Use Only**

Credits: ________

Grade: ________

BU Course equivalent: ________

Approved by:___________________________ Posting date: ______________________
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/](http://www.bu.edu/academics/eng/policies/transfer-credit/)
- Transfer credit courses will not satisfy the Hub requirements, you may be required to take additional course work.

Student Signature: ___________________________ Date: __________