

**Boston University
College of Engineering**

Transfer of Credit

PROCEDURES for STUDENTS

1. Obtain Transfer Credit Approval form and complete all appropriate sections. Incomplete forms may delay the processing of your request.
2. Indicate the equivalent BU course and/or requirement for which you are requesting credit. If there is no exact equivalent, you can use a generic 1xx (Freshman level), 2xx (Sophomore level), etc. course numbering system.
3. Attach a course description to the form. The course description must be current. If the course description is from the WEB, the URL must be included.
4. All transfer courses for upper-division ENG program requirements must be from an ABET accredited program.
5. All upper division ENG courses **require** a syllabus in addition to the course description.
6. The Economics, Biology, Chemistry, Physics and Writing Center departments **require** a syllabus in addition to the course description.
7. Students who wish to transfer Computer Science courses should complete and submit all necessary materials and documentation required by the CAS Computer Science department. For specific instructions, go to:
<http://www.cs.bu.edu/ugradprogram/CS-course-transfer-information.html>
8. Obtain your faculty advisor's signature and recommendation.
9. Submit the Transfer Credit Approval form with the course description (and syllabus from the other institution if required) to the Undergraduate Records Office at 44 Cummington Street, Room 108.
10. Students are notified via email as to whether their request for transfer of credit has been approved or denied by the appropriate department.
11. Upon completion of the course(s), send an official transcript to the College of Engineering Undergraduate Records Office, 44 Cummington Street, Room 108, Boston, MA 02215. Courses for which approval has been given will not be posted until an official transcript has been received and the grade earned has been verified.
12. Transfer Credit Approval forms are normally kept for 1 year. Hence, students must be timely in submitting transcripts. Students who do not complete the transfer credit process in a timely manner run the risk of not being certified for graduation.