



# Transfer of Credit

For courses taken within  
the United States

Boston University Questrom School of Business

**Step 1:** To be completed by the student. Be sure to review the **important information** on page 2 of this form. **If you are transferring credits from an international institution, please do NOT use this form.** There is a separate process for transferring international credits, which is managed through the Study Abroad Office. **Please see instructions highlighted on page 2.**

Name: \_\_\_\_\_ B.U. ID: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Current BU School/College: \_\_\_\_\_ Class Year: \_\_\_\_\_

Academic term when you will take or took this course:  Fall  Spring  Summer Year: 20 \_\_\_\_  
Other (list dates): \_\_\_\_\_

College/University of Proposed Course: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Credits/Hours: \_\_\_\_\_ Format:  In-person  Online  Hybrid

Proposed BU Course Equivalent: \_\_\_\_\_

Proposed Requirement Fulfilled:

Liberal Arts Distribution Requirement  Liberal Arts Elective  Non-Mgmt Elective  Economics, Math, or Writing

**I understand that I am responsible for sending an official transcript to the address on page 2.  
I have also reviewed and understand all of the important information on page 2.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 2:** Take this form and a syllabus of the course you wish to take to the corresponding department at Boston University for their approval and assignment of a BU equivalent (if approved). The review process may take a number of days so plan accordingly.

To be completed by *Department Official*:

BU Course Equivalent: \_\_\_\_\_  Request denied

Department signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department name (please print): \_\_\_\_\_

Department comments (if any): \_\_\_\_\_

**Step 3:** Take the signed form to the Undergraduate Program Office, Questrom Suite 102, for final approval. Please note that transfer courses are not officially approved until this form is returned to the UPO and is reviewed and signed by a Questrom advisor. See page 2 for important information

**To be completed by Questrom Advisor:**

This course is denied  because: \_\_\_\_\_

This course is approved  as an equivalent of: \_\_\_\_\_

And will satisfy the following requirement:  Economics, Math, or Writing  Liberal Arts Distribution Requirement  
 Liberal Arts Elective  Non-Mgmt Elective  Free Elective

Questrom Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## IMPORTANT INFORMATION:

- **Do not use this form to obtain approval for international coursework. Students taking courses at international institutions must fill out the External Credit Transfer form on the Study Abroad website: <http://www.bu.edu/abroad/find-programs/for-bu-students-only/external-programs/receiving-credits/>.**
  - Courses taken at an unaccredited institution will NOT be accepted for transfer credit.
  - Hybrid format or online courses will be considered on a case-by-case basis by the individual Boston University department.
  - Once you matriculate as a Questrom student, you may not take business courses at any other college or university.
  - Be aware that if you take a 3-credit course at another college/university, you will need to pay attention to your cumulative number of credits. 129 credits are required to complete your degree, and having 3-credit courses fulfill one or more of your requirements will likely mean that you will need additional credits to reach the total credit requirement.
  - The grades you earn in courses taken elsewhere do not transfer and do not impact your Boston University grade point average (GPA).
  - Academic credit will be granted only for grades of "C" or higher. Credit is not awarded for courses completed on a pass/fail basis, audits, or courses not awarded numerical or letter grades.
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## TRANSFER CREDIT PROCESS

### FOR COURSES TAKEN IN THE U.S.

1. Obtain course description and syllabus from college where you want to take the course.
2. Bring syllabus along with this Transfer of Credit approval form to the appropriate department at Boston University for pre-approval.
  - You will be notified by email when the UPO receives the Transfer of Credit form. We will let you know whether the department approved or denied your request.
3. Assuming the course is approved by the Boston University department and the Questrom Undergraduate Program Office, after you complete the course, have an OFFICIAL transcript sent from the college where you took the course directly to:

The Undergraduate Program Office  
Questrom School of Business  
595 Commonwealth Ave, Suite 102  
Boston, MA 02215

4. Credit for the course will be applied to your academic record when we have both the signed pre-approval form and an official transcript on record.
  - You will be notified by email when the UPO receives your official transcript and applies academic credit to your record for a completed transfer course.