

COM / Transfer Credit Approval

Step 1: To be completed by the student. Be sure to review the important information, and sign on the back 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 the back of this form.

To be completed by student:

Name: _____ BU ID: _____

Phone #: _____ E-Mail: _____

Class Year: _____ Current BU School or College: _____

Date of Proposed Work: _____ Fall _____ Spring _____ Summer _____ Year: 20 _____

Other (list dates): _____ External College/University of Proposed Work: _____

Course Number: _____ Course Title: _____

Credit/Hours: _____ Type: _____ Semester _____ Trimester _____ Quarter _____

Proposed BU Course Equivalent: _____

Proposed Requirement Fulfilled (e.g. freshman/sophomore History, CAS Concentration): _____

Step 2: Take this form and a detailed course description or syllabus to the appropriate BU School or College's department for departmental assignment of a BU course equivalent. The review process may take a number of days, so plan accordingly.

To be completed by Department Official:

BU Course Equivalent: _____ Request Denied

If there is not a specific BU course equivalent, but the course is approved for transfer to Boston University, please make an equivalent recommendation (i.e. 1xx, 2xx, 3xx, etc.): _____

Departmental Signature: _____ Date: _____

Departmental Name (please print): _____

Departmental Comments (if any): _____

Step 3: Take the signed form and course catalog/description/syllabus to COM Undergraduate Affairs COM room 123, for final COM approval. Please note that transfer courses are not officially approved until this form is returned to COM Student Services and is reviewed and signed by a COM advisor.

Once the form is reviewed by a COM Undergraduate Affairs Advisor you will be notified via email about the status of your transfer credit request.

To be completed by COM Advisor:

This class is denied _____ because: _____

This class is approved _____ as: _____

And will satisfy the following requirement: ___ Freshman/Sophomore Liberal Arts ___ CAS Concentration ___ COM Major ___ Elective

COM Advisor Signature: _____ Date: _____

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Important Information

- International courses taken after your BU matriculation transfer through the Study Abroad Office. Students taking courses at an international institution must fill out the Study Abroad Transfer of Credit form. Please follow the instructions at www.bu.edu/abroad/external_programs to receive international credit.
- A minimum grade of a C is needed for transfer. Credit is not awarded for courses completed on a pass/fail basis.
- Students may NOT take summer courses at other institutions within the Greater Boston Area (within Route 128) if the course is offered through BU Summer Term.
- Courses taken outside of Boston University will not affect your BU GPA.
- Communication courses taken elsewhere may not replace COM requirements. Those courses can be counted as electives only. These courses must be pre-approved.
- **All students must graduate with 128 academic credits.***

*For students entering BU prior to Fall 2012:

Students may transfer up to four 3-semester-hour courses without having to make up the one credit difference. For example, taking one 3 credit course will lower credits needed to graduate to 127, a second 3 credit course will lower credits needed to graduate to 126, a third three credit course will lower credits needed to graduate to 125, a fourth 3 credit course will lower credits needed to graduate to 124. No student can graduate with fewer than 124 credits. (See below for conversion table).

CONVERSION TABLE

The following table is used to convert from another school's three-credit system (or any system that grants less than four semester credits) to our four-credit system. It is applicable when used for this purpose within the College of Communication.

Number of 3 credit courses	Total transfer credit	BU credits remaining
0	0	128
1	3	127
2	6	126
3	9	125
4	12	124
5	15	124
6	18	124

Student's Signature

I am responsible for providing an official transcript of this course upon its completion.

Official transcripts must be mailed to:
Boston University College of Communication
Undergraduate Affairs
640 Commonwealth Avenue, room 123
Boston, MA 02215

Student's Signature: _____ Date: _____