



Boston University School of Hospitality Administration  
Student Services

## TRANSFER CREDIT APPROVAL FORM

---

Name: \_\_\_\_\_ BU ID #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Term/Year Course(s) will be taken: \_\_\_\_\_

---

Follow all instructions prior to submitting for approval.

1. To be considered for transfer, courses must be completed at an accredited community college, state or private university.
2. Boston University students are expected to take their courses at Boston University Summer Term unless, for reasons of extreme distance, students cannot get to our campus during the summer. In particular, courses offered by other Boston-area institutions may not be transferred back to Boston University unless a) the course is a program requirement and is not offered in the Boston University Summer Term, or b) prior approval has been obtained from both the responsible department chair and dean of the requesting student.
3. Courses counting for less than four credits may fulfill a requirement, but 128 credits will still be required for graduation.
4. A grade of C or higher is required to receive credit.
5. Check the TES (Transfer Evaluation System) database to see if the course has been pre-approved. If the course has been pre-approved, skip the remaining steps and fill out the information on the 2<sup>nd</sup> page. If it has not been approved, proceed to steps 6 and 7.
6. Attach syllabus for each course to this form.
7. Transfer credit taken to fulfill BU courses outside of SHA need to be evaluated by the appropriate department:

**Writing Requirement:** *CAS Writing Program*

**Divisional Requirement:** *Department of the course, Director of Undergraduate Studies.*

**Minor Concentration Requirement:** *Director of Undergraduate Studies for the minor.*

---

**In order to receive credit, an official transcript must be mailed directly to: Director of Student Services, Boston University, School of Hospitality Administration, 928 Commonwealth Avenue, room 306**

---

1. Course number and title: \_\_\_\_\_

Institution: \_\_\_\_\_ # of Credits: \_\_\_\_\_

BU course equivalent (number and title): \_\_\_\_\_

Approved by: \_\_\_\_\_

\*Signature: \_\_\_\_\_

*If pre-approved in TES simply write "TES approved" on the signature line.*

2. Course number and title: \_\_\_\_\_

Institution: \_\_\_\_\_ # of Credits: \_\_\_\_\_

BU course equivalent (number and title): \_\_\_\_\_

Approved by: \_\_\_\_\_

\*Signature: \_\_\_\_\_

*If pre-approved in TES simply write "TES approved" on the signature line.*

3. Course number and title: \_\_\_\_\_

Institution: \_\_\_\_\_ # of Credits: \_\_\_\_\_

BU course equivalent (number and title): \_\_\_\_\_

Approved by: \_\_\_\_\_

\*Signature: \_\_\_\_\_

*If pre-approved in TES simply write "TES approved" on the signature line.*