

## EXTERNAL CORE COURSE APPROVAL FORM

*Note: This form is to be used to get approval for external courses for **CGS courses only**.*

*If you are seeking approval for an elective, please use this form:*

<http://www.bu.edu/casadvicing/files/2015/08/TRANSFER-COURSE-EQUIVALENCY-FORM-July-2015.pdf>

*For questions, please contact CGS Student Services at 617-353-2850 or [cgs@bu.edu](mailto:cgs@bu.edu).*

- Read carefully and complete an *External Core Course Approval Form* attached.
- Return the completed form to CGS Student Services, Room 211 before leaving Boston University for the summer.
- Upon completion of the summer course, an official sealed transcript must be sent to:  
Stacy P. Godnick, Associate Dean  
Boston University  
College of General Studies  
871 Commonwealth Avenue  
Boston, MA 02215

*Sophomore students please note: There are strict transfer deadlines. Your continuation may be jeopardized if we do not receive your materials by the posted deadlines.*

## EXTERNAL CORE COURSE APPROVAL FORM

To be completed by any student requesting that a course taken at a college or university other than Boston University be approved as a substitute for a CGS core course.

### Conditions

- The student is responsible for arranging for an official transcript of completed work to be sent to the College of General Studies.
- The student is responsible for expenses involved, including tuition and transcript fees.
- The College will not accept courses with grades lower than C, nor will it accept courses graded pass or fail.
- The College will accept courses with grades of C toward the completion of the program, but several departments in the other colleges might not count these courses toward the completion of concentration requirements.
- Several Colleges have rules for approval of external courses for their concentrations. The College of Arts and Sciences, for example, requires departmental approval of courses taken outside Boston University. You must file the appropriate paperwork required by the department.
- Boston University will not include grades earned in courses transferred in the computation of the student's grade point average.
- The College may approve three-credit courses to meet Boston University course requirements, but the resulting deficiency in credit hours might call for further course work. The College of Arts and Sciences, for example, will require 128 credit hours for its degree, and the student will owe one academic credit for each three credit course.
- The University will accept quarter credits by a formula for equivalent semester credits.
- The College of General Studies will not assume responsibility for consequences of the untimely arrival of transcripts.
- Students shall file a separate request for each course.
- Boston University Summer Term policy states that students may not satisfy program requirements through the transfer of credit earned in the summer offerings of other institutions located within the greater Boston area, unless the credit involved is for a required course, is not offered through Boston University's Summer Term, and prior approval has been obtained from both the responsible department and dean of the requesting student. "Greater Boston area" is defined as that region inside Route 128. A list of these schools is available through the Summer Term office, 755 Commonwealth Avenue.

## EXTERNAL CORE COURSE APPROVAL FORM

Before you enroll in courses at another university, please complete and return this form to CGS Student Services, Room 211, after receiving all necessary signatures.

Please attach to this form:

- A copy of the course syllabus
- A copy of your BU transcript

|   |                                   |
|---|-----------------------------------|
| Student Name _____  | BUID# _____                       |
| Student Email _____   | Graduation Year _____             |
| Student Signature _____                                     | Date _____                        |
| Advisor's Signature _____                                   | Date _____                        |
| Institution Offering Course _____                           |                                   |
| Course to be Taken _____                                    |                                   |
| Semester _____  | Year _____                        |
| To replace core course (indicate 101/102, 103/104, 201/202) |                                   |
| <input type="checkbox"/> HU _____                           | <input type="checkbox"/> RH _____ |
| <input type="checkbox"/> NS _____                           | <input type="checkbox"/> SS _____ |
| Division Chair Signature _____                              | Date _____                        |