

I. Undergraduate Credit Policy

1.0 Purpose

This procedure establishes the policy for undergraduate students at Boston University who enroll in courses at Boston University School of Public Health (SPH).

2.0 Revision History

Date	Rev. No.	Modification
10/10/2008	1.0	Document Created
2/09	1.0	Policy Approved

3.0 Persons Affected

- 3.1 Undergraduate degree students at Boston University who have completed graduate-level courses at the SPH.
- 3.2 Boston University undergraduate students who have matriculated into an approved dual degree program with the SPH (BS/MPH, BA/MPH) or who have added the Public Health minor.

4.0 Policy

Students matriculating to the SPH who completed SPH graduate level courses (e.g., courses numbered SPH XX 700 and above) during their undergraduate years may seek to apply the credits to the MPH degree requirements. Students who are not part of an approved dual degree program (4+1 program) must obtain a letter from their undergraduate school or college verifying that the credits were not counted towards the Bachelor's degree major or minor. The credits may not be double counted towards the Bachelor's degree major or minor and the MPH degree.

In all cases (single Bachelor's degree, minor, or 4+1 degree program students), a maximum of 16 credits of graduate coursework taken during the undergraduate years may be counted towards the MPH. Established SPH minimum grade policies apply. The student must apply the credits within five (5) years of taking the course. Students who apply eight or more credits of coursework taken during the undergraduate years to their MPH degree may not take apply additional transfer credit towards their MPH degree after they matriculate at the School of Public Health.

5.0 Responsibilities

- 5.1 Records Offices, Undergraduate Schools & Colleges at Boston University
- 5.2 Registrar's Office, School of Public Health
- 5.3 Admissions Office, School of Public Health