

COLLEGE OF ARTS AND SCIENCES

Transfer Course Equivalency Form

Step 1: Before submitting this form, please make sure to read and understand the college and university policies around transfer credits:

<https://www.bu.edu/academics/cas/policies/transfer-credit/>

<https://www.bu.edu/academics/cas/policies/summer-study-at-other-universities/>

- This form is for credits taken at a US institution. If you are taking courses from outside the US, please contact BU External Programs (nonbusa@bu.edu).
- Transfer credit must be taken at an accredited college.
- A minimum grade of C is required for a course to be eligible for transfer.
- Transfer courses will not satisfy Hub units.
- It is your responsibility to speak with your academic advisor to confirm how an approved transfer course will apply to your degree program.
- Courses receive no more than the number of credits earned at the host institution; a 3-credit course will transfer in as 3 credits, even if it has been equated to a 4-credit BU course. Credits earned from a trimester or quarter system will be recalculated to the credit equivalency of a semester system.
- A course taken outside of BU during the fall or spring semester while a student is also enrolled in BU courses is not eligible for transfer unless the course is through the [consortium agreement](#).
- Upon completion of the course, an official transcript must be sent directly to the Credit Evaluation Office to complete the transfer credit process: CEtsrpt@bu.edu or 881 Commonwealth Ave 2nd Floor, Boston MA 02215

Step 2: To be completed by student. Please provide the information below and submit this form along with the course syllabus to the appropriate BU academic department.

Name: _____ BU ID: _____

CAS Major: _____ Minor: _____

BU Email: _____ Expected Graduation Date: _____

Proposed Institution: _____

Proposed Course Number: _____ Proposed Course Title: _____

Fall / Spring / Summer / Winter (circle one) Year: _____ Credits: _____ Semester / Trimester / Quarter (circle one)

Proposed BU Course Equivalency: _____

____ I have read and understand the policies on transfer credits.

____ I understand I must request an official transcript be sent to CAS Advising upon completion of this course.

____ I have spoken to my academic advisor and am aware of how this transfer course would apply to my degree.

Signature: _____ Date: _____

Step 3: To be completed by academic department. If the proposed transfer credits are approved, please complete the portion below and submit this form to CAS Advising (casadv@bu.edu).

BU Course Equivalent: _____

If a specific equivalency does not exist but can be approved for transfer credit, please award equivalency evaluation of 1TR, 2TR, 3TR, etc.

Check here if this course is not eligible for transfer.

Reviewed By: _____ Title: _____ Department: _____

Signature: _____ Date: _____