

Undergraduate External Transfer Course Equivalency Form

Boston University College of Fine Arts

This form is used to document equivalency for coursework to be completed outside of Boston University that is intended for use towards an undergraduate College of Fine Arts degree.

General information:

All external transfer work completed prior to admission is evaluated by the Office of Admissions. It is advised that the student check with the Student Records Office prior to completing this form to see if their external course has already been equated. Evaluations of transfer work completed while a student is at CFA are processed by the CFA Student Records Manager or the Office of International Programs as appropriate. No more than 60 credits of external transfer work may be applied towards graduation from CFA. For exceptions to this policy, please complete a CFA Petition Form and acquire approval from your advisor and School Director. (Acceptability of transfer work from non-BU Study Abroad programs must be also confirmed by the International Programs Office.)

Credit/equivalencies are not awarded for external course completed on the Pass/Fail basis, audits, or courses completed on the basis of any grading system except those comparable to the system used by Boston University. **Transfer credit will be granted only for external courses with a grade of C or above.** External credits earned on the quarter system will be converted to semester equivalents (example: 4 credits earned at UCLA on the quarter system will not transfer as 4 credits, but as 2.66 semester credits). In cases where a course requirement is being met with a lesser credit value course, additional general elective credit must be taken in order to meet the necessary credit requirement. Credit will not be awarded for external courses that duplicate courses taken at Boston University. External courses must carry at least 2.0 BU credits to be equated to a liberal arts course.

This signed form does not approve transfer of credits; it equates external courses to Boston University courses. **Upon completion of external work, you must have an official transcript of the work mailed to the CFA Dean's Office, Records Manager, Room 230, 855 Commonwealth Avenue, Boston, MA, 02215.**

NOTE: During the fall and spring semesters, CFA students may not enroll concurrently at BU and another institution, with the exception of institutions that are a part of the BU Consortium agreement.

Authorized approval for reverse side:

Writing requirement:	<i>CAS Writing Program, Assistant Dean</i>
Liberal Arts courses:	<i>Course department</i>
Language courses:	<i>Contact the Foreign Language Advisor in the CAS Academic Advising Office, CAS room 105</i>
Other courses:	<i>Check with the CFA Records Manager Mary Ducharme</i>
External courses in Greater Boston area:	<i>(see note above and reverse side at bottom)</i>

Name: _____ CFA major: _____
BU ID number: _____ Expected date of graduation: _____
Telephone #: _____ Email: _____

1.
External course number: _____ External course title: _____

Semester and year taken/will take: _____ Institution: _____

NOTE: During the fall and spring semesters, CFA students may not enroll concurrently at BU and another institution, with the sole exception of institutions that are a part of the BU Consortium agreement.

To fulfill BU course #: _____

Lab Component? (yes/no) _____

Approved by (please print) _____

name title date

Signature: _____

2.
External course number: _____ External course title: _____

Semester and year taken/will take: _____ Institution: _____

NOTE: During the fall and spring semesters, CFA students may not enroll concurrently at BU and another institution, with the sole exception of institutions that are a part of the BU Consortium agreement.

To fulfill BU course #: _____

Lab Component? (yes/no) _____

Approved by (please print) _____

name title date

Signature: _____

External summer course taken at institutions in the Greater Boston Area:

For required courses not offered by BU Summer Term, complete only the section above; for all other summer courses in the greater Boston area (inside route 128) complete the section above and obtain the signatures below:

CFA Advisor: _____ Date: _____

School Director: _____ Date: _____