

Please follow the steps below to request transfer credit prior to taking the course. Once completed please send all paperwork to the Undergraduate Records office engrec@bu.edu prior to taking the course.

Step 1: To be completed by the student prior to taking the course.

Name: _____ B.U. ID: _____

Email: _____ Class Year: _____ Major: _____

Course Information

Institution: _____

Course Number: _____ Course Title: _____

Academic Semester: ___ Fall ___ Spring ___ Summer Year: _____

Credit hours: _____ Type: semester quarter

Step 2: If the course has been pre-approved according to the [BU Transfer Equivalency site](#) please attached the paperwork confirming equivalency.

TES pre-approved: ___ yes ___ no (**attached paperwork confirming equivalency**)

BU Course Equivalent: _____

Step 3: If the course has not been pre-approved according to [BU Transfer Equivalency site](#) please take this form and the course syllabus to the appropriate BU department prior to registering for the course. *The review process may take a number of days so plan accordingly.*

BU Course Equivalent: _____ Request Denied

Recommended, but under alternate BU course: _____

Departmental Approval (signature): _____

Step 4: Please discuss your request with your faculty advisor.

Faculty Advisor signature: _____ yes ___ no

Please review important information and sign on page 2



Office Use Only

Credits: _____

Grade: _____

BU Course equivalent: _____

Approved by: _____ Posting date: _____

Step 4: Bring completed paperwork to the Undergraduate Records office, 44 Cummington Mall for final approval.

By signing this request, I acknowledge that I understand the following important policies:

- I am responsible for sending an official transcript to the College of Engineering Undergraduate Records Office, 44 Cummington Mall, Boston, MA 02215.
- Students may NOT take summer courses at other institutions within the [Greater Boston Area](#) (within Rout 128) if the course is offered through BU Summer term.
- Courses taken outside of BU will not affect your BU GPA.
- A grade of C or better is required in order for course credits to transfer to my Boston University academic record (pass/grades are not allowed).
- Courses are required to be a minimum of 2.5 credits to satisfy a 4 credit requirement.
- Transferable coursework completed under a semester system is awarded with equal credits.
- Course work completed under a quarter systems is converted into semester hours by awarding 2/3 of the quarter-credit hours therefore the course may be insufficient to fulfill a BU requirement.
- If you decide to transfer a course that is less than 4 credits you are responsible for making up the deficit with additional course work. <http://www.bu.edu/academics/eng/policies/transfer-credit/>
- Transfer credit courses will not satisfy the Hub requirements, you may be required to take additional course work.

Student Signature: _____ Date: _____