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 Title: ____________________________

Course Number: ____________________________  Academic Semester: __ Fall __ Spring __ Summer Year: _______

Credit hours: ________  Type: semester quarter  Course: In person ______  Online_______

**Step 2: If the course has been pre-approved according to the BU Transfer Equivalency site please attach 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: __________________
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 online Chemistry or Physics courses to satisfy degree requirements.

- 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/](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: _______________