



Students: Fill out all fields below to request transfer credit prior to taking the course. Once completed, send all paperwork to the Undergraduate Records office (engrec@bu.edu) prior to taking the course.

Student Name: _____

BU ID: _____

Email: _____

Grad Date: _____

External Course Information

Institution: _____ **Year:** _____

Course Number: _____ **Teaching Mode:** _____ **Units:** _____

Course Title: _____

Session: _____ **System:** _____ **Start Date:** _____ **End Date:** _____

- Transferable coursework completed under a semester system is awarded with equal units. Coursework completed under a quarter system will be awarded 2/3 of the quarter-unit hours; therefore, a course may not be sufficient on its own to fulfill a BU requirement.
- External courses are required to be a minimum of 2.5 units to satisfy a 4-unit degree requirement. If a student transfers less than 4-units towards a requirement, the student must make up the deficit with additional courses.

BU Transfer Equivalency

Check here if the course is **approved** according to the [BU Transfer Equivalency Site](#). Complete this section and review with your advisor. **You must include documentation with the form confirms the equivalency.**

Check here if the course is **not approved** according to the [BU Transfer Equivalency Site](#). Complete this section and deliver this form to the home department of the proposed BU Course **prior to enrolling** for their review below. Please include a course syllabus and plan for the review process to take several weeks.

BU Course Number: _____ **Title:** _____

Academic Advisor Approval

Students: Schedule an appointment with your current academic advisor to review your materials.

- Online chemistry and physics courses **cannot** be used to satisfy degree requirements.
- External courses are required to be a minimum of 2.5 units to satisfy a 4-unit degree requirement.
- If a student transfers less than 4-units towards a requirement, the student must make up the deficit with additional coursework.
- Transfer credit courses will not satisfy Hub units.

Advisor Approval: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Department Review if not Previously Approved

Department: Indicate your approval below of the application and materials; return to the student to submit.

Request Approved Under BU Course Number: _____

Department Signature: _____ **Date:** _____

On course completion, the student is responsible to send an official transcript to CEtscript@bu.edu. A grade of C or better is required for course credit to transfer to a student's BU Academic Record. "Pass" grades are not accepted.