



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 which 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 CEtsrpt@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.