



**Students:** Fill out all fields below to request transfer credit prior to taking the course. Once completed, send all paperwork to the ENG Registrar’s office ([engrec@bu.edu](mailto: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](mailto: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.