



Sargent College Academic Services Center (room 207)
635 Commonwealth Ave., Boston MA 02215

Transfer Course Equivalency Form

Step 1. Work with your advisor to determine what type of course you need to take outside of BU.

Name: _____ BU ID: U _____

Degree/Major: _____ E-Mail: _____

Date/year of proposed external course: Summer _____ Fall _____ Spring _____

Proposed Institution: _____

Proposed Course Number: _____ Credits: _____

Proposed Course Title: _____

Step 2. You must receive approval from the appropriate BU department the semester before you enroll in the course. Take this form and a syllabus or detailed course description to the relevant BU department for approval and equivalent course# (review process may take several days).

BU course equivalent: _____ elective credits only _____ Denied _____

Departmental signature: _____ Date: _____

Departmental comments:

Step 3. Provide an official transcript to the Sargent Academic Services Center (address above) and check your academic record on StudentLink to be sure that the credits have been documented.

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

- I am responsible for sending an official transcript to the Sargent Academic Services Center.
- A grade of C or better is required in order for course credits to transfer to my Boston University academic record (pass/fail grades are not allowed).
- Transferable coursework completed under a semester system is awarded with equal credits.
- Coursework completed under a quarter system is converted into semester hours by awarding 2/3 of the quarter-credit hours therefore the course may be insufficient in depth to fulfill a BU requirement. Check with the ASC prior to enrolling in a quarter system course.

Student signature: _____

Date of submission: _____