



School of Hospitality Administration

TRANSFER CREDIT APPROVAL FORM

Name: _____ BU ID #: _____

Telephone Number: _____ Email: _____

Term/Year Course(s) will be taken: _____

Follow all instructions prior to submitting for approval.

- To be considered for transfer, courses must be completed at an accredited community college, state or public university.
- Boston University students are expected to take their courses at Boston University Summer Term unless, for reasons of extreme distance, students cannot get to our campus during the summer. In particular, courses offered by other Boston-area institutions may not be transferred back to Boston University unless a) the course is a program requirement and is not offered in the Boston University Summer Term, or b) prior approval has been obtained from both the responsible department chair and dean of the requesting student.
- A grade of C or higher is required to receive credit.
- Courses counting for less than four credits may fulfill a requirement, but 128 credits will still be required for graduation.
- Attach descriptions for each course to this form. Descriptions must be from the bulletin applicable to the term of study and must bear proof of source (i.e. web address at bottom of page, university seal or other official marker).
- Transfer credit taken to fulfill BU courses outside of SHA need to be evaluated by the appropriate department:

Writing Requirement: *CAS Writing Program, Assistant Dean*

Divisional Requirement: *Department of the course, Director of Undergraduate Studies.*

Minor Concentration Requirement: *Director of Undergraduate Studies for the minor.*

In order to receive credit, an official transcript must be mailed directly to: Academic Counselor, Boston University, School of Hospitality Administration, 928 Commonwealth Avenue, room 307

1. Course number and title: _____

Institution: _____ # of Credits: _____

BU course equivalent (number and title): _____

Approved by: _____

Signature: _____

2. Course number and title: _____

Institution: _____ # of Credits: _____

BU course equivalent (number and title): _____

Approved by: _____

Signature: _____

3. Course number and title: _____

Institution: _____ # of Credits: _____

BU course equivalent (number and title): _____

Approved by: _____

Signature: _____

4. Course number and title: _____

Institution: _____ # of Credits: _____

BU course equivalent (number and title): _____

Approved by: _____

Signature: _____