
Instructions

External Study Abroad Programs - TRANSFER CREDIT COURSE APPROVAL FORM

The Transfer Credit Course Approval Form requires a minimum of three signatures – a course approval (usually more than one), an advisor approval and the signature of the BU Study Abroad Advisor for External Programs.

- 1) Have each individual course approved by the appropriate BU faculty or staff member - see the 'Course Approval Signature' section of the website http://www.bu.edu/abroad/external_programs/credits.htm
- 2) Obtain the signature of your advisor after seeking course approval
- 3) Study Abroad Advisor – Submit the form to BU Study Abroad after it has been signed as indicated in items 1 and 2 above. The form will be reviewed and signed by the IP advisor and added to your External Programs File

• When should I use this form?

The approval form is used to document prior approval for coursework to be completed on a External Study Abroad Program. Credit will be granted for courses approved on this form based on the guidelines outlined on the External Study Abroad Program website at http://www.bu.edu/abroad/external_programs/.

• How should I choose my courses?

If you do not know the exact courses you will take overseas, you should nevertheless complete this form to the extent possible. Before departure, discuss with your advisor the kinds of course you may take for credit to ease this process.

• How many courses should I seek approval for?

You may want to obtain approval for more courses than you will actually take in case some courses are closed or are not offered. A full-course load for a semester is 15-16 credits. You may not transfer more than 18 credits per semester. Any changes will require submission of a Return Approval Form.

• Credit amounts as indicated on the transfer approval are estimated only.

The amount of credit to be conferred will be determined only after an official transcript has been received. Please see http://www.bu.edu/abroad/external_programs/credits.htm for more details, click on "Credit Hours".

BUID# _____

**EXTERNAL PROGRAM STUDY ABROAD
TRANSFER CREDIT COURSE APPROVAL FORM**

Return completed form to: BU Study Abroad, 888 Commonwealth Ave., 2nd Floor

To the Student: This form must be completed in ink. Forms completed in pencil will not be accepted.

Name: _____ Email address: _____

Major Concentration: _____ Minor Concentration: _____

BU College/School: _____ Expected Date of Graduation (Month/Year): _____

Term(s) abroad, circle and indicate year: Fall of ___ **OR** Spring of ___ **OR** Acad. Yr. ___/___ **OR** Sum. of ___

Program/Institution/City, Country: _____

Four-Year Institution issuing the transcript (this is not BU): _____

To the Director of Undergraduate Studies and /or Academic Advisor:

- By signing below, you are not approving the external study abroad program, but agreeing that the coursework as described fits with the student's intended plan of study and/or that the courses as described consist of sufficient content and objectives to be eligible for transfer.
- If you require additional information about the class content, or would like to confirm that a course covers certain topics, please ask the student to provide you with a syllabus and/or course description. It is the student's responsibility to obtain this information.
- Students should refer to the External Programs website at www.bu.edu/abroad/external_programs for more details on guidelines and policies. Should you have any questions, please call the Assistant Director for External Programs in BU Study Abroad ext. 3-9888.

Advisor (please print): _____

Advisor's signature _____ **Date** _____

CAS Students: The CAS Academic Advisor should sign this section after course approval signatures have been sought

Study Abroad Advisor:

1. Course title: _____ Credits _____

To fulfill B.U. Course: _____

This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc)

Approved by: _____

Signature: _____ (Please print name, title and department) Date: _____

2. Course title: _____ Credits _____

To fulfill B.U. Course: _____

This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc)

Approved by: _____

Signature: _____ (Please print name, title and department) Date: _____

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3. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

4. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

5. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

6. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

7. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

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8. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

9. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

10. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

11. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

12. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

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13. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

14. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

15. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

16. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____ Date: _____

17. Course title: _____ Credits _____
To fulfill B.U. Course: _____
This is a _____
(Please specify - Prerequisite, primary, divisional (identify as HU, SS, NS, MCS), elective, etc
Approved by: _____
(Please print name, title and department)
Signature: _____