Biology & MCBB Master's Student Transfer Credit Process

1. **Review the GRS guidelines:**
   https://www.bu.edu/academics/grs/policies/transfer-of-credits/
   a. A maximum of 8 credits may be transferred.
   b. Credit for appropriate graduate coursework taken prior to matriculating into GRS that was not used to satisfy the requirements of an undergraduate degree at Boston University or elsewhere may be transferred on recommendation of the major advisor and the Chair or Program Director with the approval of the Graduate School of Arts & Sciences.
   c. Only courses taken for a letter grade (not Pass/Fail) may be considered for transfer credit.
   d. No transfer of credit for courses taken before the senior year of college or from correspondence or distance learning will be accepted.
   e. Note: if you have graduate-level coursework that does not meet the above requirements (ex: took a course as P/F), you may choose to petition the Associate Chair/Program Director to waive an appropriate core requirement but not receive credit toward the degree.

2. **Contact the appropriate Associate Chair/Program Director** to confirm that the program internally approves of your transfer credits (or core requirement waiver if 0 credits would transfer in):
   a. MCBB: Zeba Wunderlich (zeba@bu.edu); CM: Kim McCall (kmccall@bu.edu); NEURO: Jen-Wei Lin (jenwelin@bu.edu); EBE-MB: John Finnerty (jrf3@bu.edu)
   b. Summarize what you're hoping to do (ex: transfer in 8 credits total; Course 1 [4 credits] to count toward X requirement; Course 2 [4 credits] to count toward an elective)
   c. Attach the course syllabus or include the course description

3. **If the Associate Chair/Program Director approves** all or some of your credits:
   a. **If the credits are from BU, send Cailin the approval** (cazad@bu.edu)**.** The credits will not show up as transfer credits on your transcript, but GRS will internally track them as counting toward the degree.
   b. **If the credits are not from BU, fill out the GRS transfer credit form**: https://www.bu.edu/cas/academics/ma-ms-academics/transfer-credits/. GRS will send it to the Director of Graduate Studies (DGS, Frank Naya) or Program Director

(Zeba Wunderlich) for final approval. Once DGS/Director approval has been received, the transfer credits will show up on your transcript. Let Cailin know the credits have been officially transferred (cazad@bu.edu).

c. Note: if you are not officially transferring in credits but are using a course to waive a core requirement, email Cailin after receiving approval. Do not contact GRS, as they do not track internal degree requirements.