

TRANSFER COURSE EQUIVALENCY FORM

This form is used to document equivalency for coursework to be completed outside of Boston University that is intended for use toward the College of Arts and Sciences degree.

Before submitting this form, you should familiarize yourself with all policies regarding transfer credit found in the CAS Bulletin:

<http://www.bu.edu/academics/cas/policies/transfer-credit/>

<http://www.bu.edu/academics/cas/policies/summer-study-at-other-universities/>

The following is a summary of guidelines, and is not inclusive of all policies listed in the links above:

- Transfer credit must be taken in an accredited program at an accredited college or university.
- A minimum grade of C is required in any course for which a student seeks transfer credit.
- Courses receive no more than the number of credits earned at the host institution, (e.g. if a course is worth 3 semester credits at the outside college or university, it will transfer in as 3 credits to BU; courses taken on a trimester or quarter system will be converted to semester credits accordingly)
- Courses must carry at least 2.5 Boston University credits in order to be equated to College of Arts & Sciences courses.
- Only courses equivalent to those offered by the undergraduate schools and colleges of Boston University will be accepted for transfer.
- During the fall and spring semesters, CAS students may not enroll concurrently at BU and another institution, with the sole exception of institutions that are part of the CAS Consortium agreement.
- Upon completion of external course(s), students enrolled in the College of Arts & Sciences should request that an official transcript from the host institution be sent to the CAS Advising office at the following address:

CAS Advising
100 Bay State Road
Room 401
Boston, MA 02215

A note about summer courses: By University policy, students pursuing summer coursework within the metropolitan Boston area must take such courses at Boston University unless a) the course is a program requirement and is not offered in the Boston University summer term, or b) the student receives written pre-approval from the Director of Undergraduate Studies of the relevant Boston University department and the Associate Dean for Student Academic Life.

Transfer Course Equivalency (page 2)

- Please read the important information on the preceding page.
- Please attach a syllabus of the outside course to this form.
- Forms should be submitted to the corresponding BU department (e.g. submit to the History department if it is a history course).
- You may use this form for up to two courses *if* they are being submitted to the same department.

Name: _____ BU ID: _____

CAS Major: _____ Minor: _____

Email: _____ Expected date of graduation: _____

Host institution: _____ Semester and year taken: _____

Course number and title (at host institution) _____

Number of Credits (at host institution) _____ Lab Component? Yes / No

To fulfill B.U. course (number and title) _____

Approved by: _____
(Please print name.) (Title) (Date)

Approval signature: _____

Host institution: _____ Semester and year taken: _____

Course number and title (at host institution) _____

Number of Credits (at host institution) _____ Lab Component? Yes / No

To fulfill B.U. course (number and title) _____

Approved by: _____
(Please print name.) (Title) (Date)

Approval signature: _____