

Transfer Course Approval Form

Step 1: To be completed by the student. This form is for College of Communication (COM) undergraduate students only.

If you are transferring courses from an international institution, please DO NOT use this form. There is a separate process for transferring international courses, which is managed through the BU Study Abroad Office. Please see instructions highlighted on the back of this form.

Transfer courses from outside institutions do not fulfill BU Hub general education requirements and do not fulfill COM major or COM minor requirements.

Name: _____ BU ID: _____

BU EMail: _____

Date of Proposed Work: Fall Spring Summer Year: 20 ____

External College/University of Proposed Work: _____

Course Number: _____ Course Title: _____

Credits/Units/Hours: _____ Academic calendar Type: Semester Quarter

Proposed BU Course Equivalent: _____

Step 2: Share this form and a detailed course description or syllabus to the appropriate BU School or College's department for assignment of a BU course equivalent. The review process may take a number of days, so please plan accordingly.

To be completed by Department Official:

BU Course Equivalent: _____ OR Request Denied

If there is not a specific BU course equivalent, but the course is approved for transfer to Boston University, please make an equivalent recommendation (i.e. 1xx, 2xx, 3xx, etc.): _____

Departmental Signature: _____ Date: _____

Departmental Name (please print): _____

Departmental Comments (if any): _____

Step 3: Forward the signed form and course catalog/description/syllabus to COM Undergraduate Affairs (comugrad@bu.edu) for final approval. Please note that transfer courses are not officially approved until this form is returned to COM Undergraduate Affairs and is reviewed and signed.

Once the form is reviewed by COM Undergraduate Affairs you will be notified via email about the status of your transfer request. This form will then be sent along to the Boston University Transfer Credit team at 881 Commonwealth Avenue.

To be completed by a COM Undergraduate Affairs team member:

This class is denied because: _____

This class is approved as: _____

COM Undergraduate Affairs Signature: _____ Date: _____

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Important Information

- International courses taken after your BU matriculation transfer through the Study Abroad Office. Students taking courses at an international institution must fill out the Study Abroad Transfer of Credit form. Please follow the instructions at <https://www.bu.edu/abroad/plan/program-features/external-programs/> to receive international credit.
- A minimum grade of a C is needed for transfer. Credit is not awarded for courses completed on a pass/fail basis.
- Courses taken outside of Boston University will not affect your BU GPA.
- Communication courses taken elsewhere will not satisfy specific COM degree requirements. Those courses can be counted as electives only. These courses must still be pre-approved.
- Transfer credits from outside institutions do not fulfill BU Hub general education requirements.
- If you transfer in semester credits from another institution, you will receive the same number of units you earned at the other institution, *even if the equivalent course at BU carries a different number of units*. For instance, if you took a 3-unit term-long course at another institution, you will transfer in 3 units, even if the equivalent course at BU carries 4 units.
- Units from institutions on a system other than the semester/term system are converted to semester/term units. For example, units transferred from a quarter system institution will transfer to BU for two-thirds the number of units. A 4 unit quarter system course will transfer to BU 2.66 (or 2 2/3) units.
- All COM single degree students must graduate with at least 128 academic units.

Student's Signature

I am responsible for providing an official transcript of this course upon its completion.

Please request that an official transcript be sent from the College/University where you took the course to:

Email: CEtsrpt@bu.edu

OR

Mail:

Credit Evaluation Department
881 Commonwealth Avenue, 2nd Floor
Boston, MA 02215

Student's Signature: _____ Date: _____