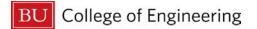


Please follow the steps below to request transfer credit prior to taking the course. Once completed please send all paperwork to the Undergraduate Records office <u>engrec@bu.edu</u> prior to taking the course.

Step 1: To be complet	ted by the student prior	r to taking the course.	
Name:		B.U. ID:	
Email:	Class Year:	Major:	
Course Information			
Course Number:	Cour	se Title:	
	FallSpringSu		
Credit hours:	Type:_semester_quarter_	er Course: In person	Online
<b>please attached the p</b> TES pre-approved:	has been pre-approved paperwork confirming e yesno <u>(attache</u> <u>t</u> :	equivalency. <mark>d paperwork confirmin</mark>	
please take this form registering for the co	has not been pre-appro and the course syllabu urse. The review proces	<b>s to the appropriate BL</b> s may take a number of	J department <u>prior</u> to <sup>6</sup> days so plan accordingly.
Recommended, but u	inder alternate BU cours val (signature):	e:	
Step 4: Please discuss	s your request with you	r faculty advisor.	
Faculty Advisor signat	ture:		_yesno
	Please review important	information and sign on	page 2
Credits:	Off	ice Use Only	
Grade:			
BU Course equivalent		<b>B</b> 11 1 1	
Approved by:	Posting date:		



## Step 4: Bring completed paperwork to the Undergraduate Records office, 44 Cummington Mall for final approval.

By signing this request, I acknowledge that I understand the following important policies:

- I am responsible for sending an official transcript to CEtscrpt@bu.edu.
- Students may NOT take online Chemistry or Physics courses to satisfy degree requirements.
- Courses taken outside of BU will not affect your BU GPA.
- A grade of C or better is required in order for course credits to transfer to my Boston University academic record (pass/grades are not allowed).
- Courses are required to be a minimum of 2.5 credits to satisfy a 4 credit requirement.
- Transferable coursework completed under a semester system is awarded with equal credits.
- Course work completed under a quarter systems is converted into semester hours by awarding 2/3 of the quarter-credit hours therefore the course may be insufficient to fulfill a BU requirement.
- If you decide to transfer a course that is less than 4 credits you are responsible for making up the deficit with additional course work. http://www.bu.edu/academics/eng/policies/transfer-credit/
- Transfer credit courses will not satisfy the Hub requirements, you may be required to take additional course work.

Student Signature:	Date:	
Student Signature.	ale.	