



# Transfer of Credit

**Step 1:** To be completed by the student. Be sure to review the **important information**, and sign on page 2 of this form. **If you are transferring credits from an international institution, please do NOT use this form.** There is a separate process for transferring international credits, which is managed through the International Programs Office. **Please see instructions highlighted on page 2.**

Name: \_\_\_\_\_ B.U. ID: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Class Year: \_\_\_\_\_

Current BU School or College: \_\_\_\_\_

Date of Proposed Work:  Fall  Spring  Summer Year: 20\_\_

Other (list dates): \_\_\_\_\_

External College/University of Proposed Work: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Credit/Hours: \_\_\_\_\_ Type:  semester  trimester  quarter

Proposed BU Course Equivalent: \_\_\_\_\_

Proposed Requirement Fulfilled (i.e. Core requirement, Level A, Level B, Level C): \_\_\_\_\_

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

To be completed by *Department Official*:

BU Course Equivalent: \_\_\_\_\_  Request denied

Non-SMG departmental signature \_\_\_\_\_ Date: \_\_\_\_\_

Non-SMG departmental name (please print): \_\_\_\_\_

Non-SMG departmental comments (if any): \_\_\_\_\_

**Step 3:** Take the signed form and course catalog/description to the Undergraduate Program Office, SMG Suite 102, for final SMG approval. Please note that transfer courses are not officially approved until this form is returned to the UPO and is reviewed and signed by an SMG advisor.

When you drop the form off, also provide your signature and the date of drop-off in the space on page 2. The results of the final approval will be filled in below, and then the Transfer of Credit form will be available for pick-up at the UPO. Completed forms will be available five business days from the time of submission to the Undergraduate Program Office, so please plan accordingly.

**To be completed by SMG Advisor:**

This class is denied  because: \_\_\_\_\_

This class is approved  as an equivalent of: \_\_\_\_\_

And will satisfy the following requirement:

Core Requirement  Level A English/Philosophy/Humanities/Social Science/Nat'l Science  Level B  Level C

SMG Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## IMPORTANT INFORMATION:

- **International courses taken after your BU matriculation transfer through the International Programs Office. Students taking courses at an international institution must fill out the International Programs' Transfer of Credit form. Please follow the instructions at [www.bu.edu/abroad/external\\_programs](http://www.bu.edu/abroad/external_programs) to receive international credit.**
- Students may NOT take summer courses at other institutions within the Greater Boston Area (within Route 128) if the course is offered through BU Summer Term. See Route 128 list: [smg.bu.edu/upo/rt128.shtm!](http://smg.bu.edu/upo/rt128.shtm!)
- Online or distance education courses, or courses taken at an unaccredited institution, will NOT be accepted for transfer credit.
- Academic credit will be granted only for grades of "C" or higher. Credit is not awarded for courses completed on a pass/fail basis, audits, correspondence/online courses or courses not awarded numerical or letter grades.
- Students may transfer up to two 3-semester-hour courses without loss of credit (see below for conversion table).
- Transferring more than two 3-credit courses will result in the courses no longer coming in on a 1-for-1 basis, thus necessitating the addition of Level C electives to a student's minimum required classes at BU.
- The School of Management accepts a maximum of 60 credits in transfer.

### Conversion Table

The following table is used to convert from another school's three-credit system (or any system that grants less than four semester credits) to our four-credit system. It is applicable when used for this purpose within the School of Management.

Equivalent # of BU Courses	Total Transfer Credit	BU Courses Remaining
0	0	33
1	1 to 5	32
2	6 to 9	31
3	10 to 13	30
4	14 to 16	29
5	17 to 20	28
6	21 to 24	27
7	25 to 28	26
8	29 to 31	25
9	32 to 35	24
10	36 to 39	23
11	40 to 43	22
12	44 to 46	21
13	47 to 50	20
14	51 to 54	19
15	55 to 58	18
16	59 to 60	17

### Student's Signature:

I am responsible for providing an official transcript of this course upon its completion.  
Official transcripts must be mailed to:

Boston University School of Management  
Undergraduate Program Office  
Attn: Transfer Credit  
595 Commonwealth Avenue  
Boston, MA 02215

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_