### Instructions

**If You Plan to Take Courses Outside of Boston College***
1. Present catalog course description and syllabus (if possible) for each course with this form to your Dean's Office.
2. Students in A&S, CSOM, and LSOE must take the course at a regionally-accredited institution that grants baccalaureate degrees.
3. This course cannot be an online course.
4. To transfer a course or satisfy a Core requirement, the grade you receive must be a C- or better.
5. Upon completion of course(s), please request an official transcript to be sent to the Office of Student Services, Boston College, Chestnut Hill, MA 02467.

**If You Plan to Take Courses at Boston College***
1. All courses and grades will be posted to your academic record as described below.
2. All students must receive a grade of C- or better to receive academic credit.

*ALL STUDENTS: Students may make up no more than ten credits in a single summer.

### Section 1: Student Information

<table>
<thead>
<tr>
<th>Eagle ID Number</th>
<th>Name:</th>
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<tbody>
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</table>

Address: ___________________________________________________________

School: __________ Year of Graduation: ______ Major: _______________

BC Email Address: ________________________________________________

Telephone Number: ________________________________________________

### Section 2: Course Information

Name and Address of Institution where course(s) will be taken: ______________________________________________________

Year and Semester or Summer when courses will be taken: ____________________________________________________________

*Please list the courses you are requesting below. Departmental approval required only if course is fulfilling core, major, or minor requirement.*

1. Department __________________________ Course Number ________________ Credits __________
   
   Core, Major, or Minor Requirement Fulfilled __________________________

   FOR DEANS ONLY: [ ] For Credit [ ] For Enrichment

   Department Approval _____________________________________________

2. Department __________________________ Course Number ________________ Credits __________
   
   Core, Major, or Minor Requirement Fulfilled __________________________

   FOR DEANS ONLY: [ ] For Credit [ ] For Enrichment

   Department Approval _____________________________________________

### Section 3: Authorization

Dean's Comments:_________________________________________________________________________________________

Dean's Signature: __________________________________________ Date: _____________________________

Revised April 2015