Course Pre-Approval Form

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 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, 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.

For Credit

Courses will count toward the expected number of courses or credits required for graduation and grades will be calculated into the GPA. Ordinarily, courses will receive credit only when they are making up course deficiencies previously incurred through failure, withdrawal, underload, or transfer.

For Enrichment

Courses will not count toward the expected number of courses or credits required for graduation, but may be used to satisfy core, major, or minor requirements. Grades will not be calculated into the GPA, but will be posted on the official transcript with indication that the courses were taken for enrichment.

Section 1: Student Information

Eagle ID Number ____________ ____________ ____________ ____________

Name: ____________________________________________________________

Address: __________________________________________________________

School: __________________ Year of Graduation: ____ Major: __________________

BC Email Address: ____________________________________________________________

Telephone Number: ____________________________________________________________

Section 2: Course Information

Year and Semester or Summer when courses will be taken:

Name and Address of Institution where course(s) 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 ____________

   Course Title ____________________________________________________________

   Core, Major, or Minor Requirement Fulfilled ______________________________

   FOR DEANS ONLY:  ☐ For Credit  ☐ For Enrichment

   Department Approval _________________________________________________

2. Department __________________________________ Course Number __________________ Credits ____________

   Course Title ____________________________________________________________

   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: __________________