

Instructions for Internal Transfer Applicants: College of Arts and Sciences

Please read the following information carefully.

Your application for transfer will be reviewed when you complete the application process. If you have questions about the process, please inquire at The Academic Advising Center in Stokes Hall.

Students applying for Internal Transfer should register in their current school during registration in November or April and make any adjustments during the drop/add period.

Transfer Criteria:

- Applicants should be in good academic standing.
- Applicants should have the expected number of credits for their status. Note that the course load for students in A & S is normally fifteen credits each semester.
- Students transferring to Arts and Sciences must spend **at least three (3) semesters** in the College. Junior Year Abroad or other special study programs do not fulfill this requirement.
- The approval of the Director of Undergraduate Studies (DUS) of the department in which you expect to major is required.
- Major Field: The general requirement of the College of Arts and Sciences for a major field is the satisfactory completion of at least 30 credits offered or accepted by the major department as applicable. The requirements for each A&S major field is found in the Boston College Catalog in the Undergraduate Program Description section of each A&S department, starting with Biology. You must discuss the requirements for your field with the DUS of your major department or his/her authorized representative.
- Students should have a plan as to how they will fulfill the A&S language proficiency requirement.

Application Process:

- Complete Form T₁ (Internal Transfer Application Form) after you have consulted with the DUS of your projected department or his/her faculty representative. Ask the DUS to complete and sign Form T₂ (Departmental Major Approval Form).
- Write a brief essay stating your reasons for wishing to transfer to the College of Arts and Sciences.
- Return Forms T₁ and T₂, as well as your essay to the Academic Advising Center in Stokes Hall by the end of the semester.

Decision and Notification:

When the current semester's grades are available, the Deans will meet to decide on the applications for transfer. Factors in the decision will include the quality and trend of your performance to date, as well as the suitability of A&S to your educational goals. The Deans will notify you by mail of the decision. Be sure to include on your application your local or home address to which your notification should be sent.

Please retain this sheet for reference.