



# Boston College

## Transfer of Credit Policies

### Undergraduate Students

Boston College transfer credit policies are established by the Deans and Faculty of each undergraduate division. Course evaluations are completed by the Office of Transfer Admission. Any questions regarding the evaluation of courses, either before or after enrollment, should be directed to the Office of Transfer Admission.

At Boston College, transfer credit is established on a course-by-course basis. Transferable courses must have been completed at regionally accredited colleges or universities and must be similar in content, depth, and breadth to courses taught at Boston College. In addition, a minimum grade of C must have been earned. BC students must complete the following number of credit hours for graduation: Morrissey College of Arts & Sciences 120, Carroll School of Management 120, Lynch School of Education 120, and Connell School of Nursing 117.

A maximum of 60 credit hours will be allowed in transfer. The unit of credit at Boston College is the semester hour. Most courses earn three semester hours of credit. Lab sciences usually earn four semester hours of credit. In order to be eligible for Boston College transfer credit, courses must have earned at least three semester hours or an equivalent number of credits (e.g., four quarter hours). No credit will be granted for internships, field experiences, practica, or independent study.

Grade point averages do not transfer with students. A new grade point average begins with the commencement of a student's career at the University, and reflects only work completed as a full time undergraduate at Boston College.

For transfer students, courses taken during the summer prior to enrollment at Boston College should be approved in advance by the Office of Transfer Admission to avoid difficulty in the transfer of credits. For all incoming freshmen and currently enrolled students, all summer courses must be approved in advance by the appropriate deans.

**College credit courses taken in high school with high school teachers and other high school students cannot be used for credit. These courses may be assigned advanced placement units only if a corresponding College Board AP exam is taken and a qualifying score is earned. College courses taken during high school on a local college or university campus with college students and a college professor may be assigned advanced placements units if a grade of B or better is earned.**

### Woods College of Advancing Studies—Undergraduate Programs

A minimum of sixty credits must be completed at Boston College to satisfy residency requirements, and a maximum of sixty credits from accredited institutions may be transferred into a student's program. Courses with a grade of C or better may be accepted for transfer credits; courses transferred from schools within Boston College may be accepted for transfer credit with grades of C- or better. Courses from regionally accredited institutions with a grade of C or better may be accepted for transfer credits; only courses with a minimum of three credits will be considered for transfer to satisfy a Woods College program requirement. Courses with fewer than three credits will be evaluated on a case-by-case basis for transfer as elective credit. If transferring to the Woods College from another school at Boston College, a minimum of 12 credits (equivalent to one full time semester of study) is required to satisfy residency requirements. Additionally, the Woods College liberal arts core and major requirements must be fulfilled in order to be eligible for graduation.

## Graduate Students

### Graduate School of the Morrissey College of Arts and Sciences

Graduate students may request transfer of not more than six graduate credits. Courses will be considered for transfer if the student has received a grade of B or better and if the course has not been applied to a prior degree. If approved, the transfer course and credit, but not the grade, will be recorded on the student's academic record. Credit received for courses completed more than ten years prior to a student's admission to his or her current degree program are not acceptable for transfer. Students are advised to consult with the procedures and policies of their department or school for exceptions to this policy.

### School of Theology and Ministry

All STM degree students, with the exception of M.Div. students, may transfer a total of six graduate credits from another regionally accredited or ATS accredited university or school of theology, subject to the following criteria:

- At the date of the student's graduation, his or her transfer credits may be no more than five years old;
- transfer credits must have been obtained for graduate-level coursework;
- each transfer course must have been taken for a letter grade and a minimum grade of "B" must have been earned;
- credit must not have been used in obtaining any other degree; and
- coursework must be relevant to the student's degree program.

M.Div. students may transfer in 18 credits to their degree program. All of the above criteria must be met, except that transfer credits may be no more than six years old.

Students may transfer up to 12 credits taken at the STM prior to degree matriculation into an STM degree program. After admission into the degree program, students wishing to do this should contact the Associate Dean for Academic Affairs.

Jesuit scholastics transferring in courses from First Studies will receive a letter from the Director of Jesuit studies in the spring or summer prior to their arrival at STM with instructions on how to transfer in those credits.

All other students (including Jesuits transferring in courses from sources other than First Studies prior to enrollment) should follow the transfer of credit procedure located at: <https://www.bc.edu/content/bc-web/schools/stm/sites/audience-pages/current-students/AcademicPolicies.html#transfer>.

### Lynch School of Education and Human Development—Graduate Programs

All graduate students may request transfer of not more than six graduate credits. Only courses in which a student has received a grade of B or better, and which have not been applied to a prior degree, will be accepted. If approved, the transfer course and credit, but not the grade, will be recorded on the student's academic record. Credit received for courses completed more than ten years prior to a student's admission to his or her current degree program are not acceptable for transfer.

N.B.: Courses taken within the Boston-area Consortium during fall or spring semester are not considered transfer courses, since the student registers for these through Boston College. However, all summer courses taken outside of Boston College are considered transfer credits and count towards the 6 credit limit for transfer credits.

A Masters Transfer Request Form should be completed and signed by the student's academic advisor and then sent to the Office of Graduate Admission, Financial Aid and Student Services.

### Law School

In the Law School, no credits are granted for any graduate work taken prior to a student's matriculation at the Law School as a first year student. Students applying for advanced standing in the J.D. program may have up to 32 credits transferred from another ABA-approved law school program.

For dual degree programs, both within BC and outside, we accept up to 12 credits from the corresponding graduate program. Those credits must be earned after the completion of the first year of law school.

## **Carroll School of Management—Graduate Programs**

### **COURSE WAIVERS/TRANSFER CREDIT**

MBA students may be eligible to waive courses based upon prior coursework and/or professional certifications (such as CPA or CFA). Waiver policies vary according to program.

Advanced Standing Credit: Students may waive a class and will also reduce the overall credit requirement for the degree.

Equivalency: Students may waive a class but will be required to replace it with an elective. Equivalency applies to core courses only.

Transfer Credit: Under certain circumstances, students may receive approval to take graduate courses at other AACSB-accredited colleges or universities. Grades received for transferred courses are not calculated into the student's Boston College GPA.

### **MBA PART-TIME**

All students accepted into the part-time MBA program will be evaluated to determine their eligibility for Advanced Standing Credit. If not included in their application materials, students may be required to provide official transcripts and other relevant course information necessary to facilitate the review of their academic record. Shortly after receipt of their acceptance letter, students will receive notification of their eligibility to waive courses

- The maximum amount of Advanced Standing Credit that a Part-time MBA student may receive is 15 credits.
- Advanced Standing Credit will only be granted for courses in which the student has earned a grade of “B” or better, at an accredited institution, within the ten years prior to enrolling in the Boston College Part-time MBA program.
- The combination of waived credits and transfer credits may never exceed 1/3 of the course requirements for the degree.
- Students who have recognized professional certifications (ie, CPA, CFA) may receive Advanced Standing Credit. A copy of the exam results will be required.
- Once an accepted student has been notified of eligibility to waive a course(s), he/she must respond with his/her intent to accept the Advanced Standing Credit, in writing, no later than Drop/Add Deadline for the semester in which he/she is enrolling.
- Students may contest waiver decisions within 30 days of the date of the initial decision. Course waivers will not be granted after this date.
- Once a student has accepted Advanced Standing Credit for a course, he/she may not take the course and receive credit.
- Professional experience alone will not make a student eligible to waive a course.
- Current Part-time MBA students, who wish to take a course outside of the Carroll School of Management, must submit their request, in writing, at least 30 days prior to the start of the semester in which the student wishes to enroll in the outside course. **Transfer credit is subject to approval by the Graduate Programs Office and, unless an exception has been granted, must be related to the degree and must be taken at an AACSB-accredited institution.** Students must have completed a minimum of two semesters before they can submit a request to take a course outside of the Carroll School of Management. This includes courses taken through the JesuitMBA network.
- Except under extenuating circumstances, students will not be approved for transfer credit if a comparable course is offered in the Carroll School of Management during the same academic year.

- Part-time MBA students may cross register for one course each semester (not including Summer) at Boston University and Tufts, through the Consortium. Students interested in cross-registering for courses through the Consortium must first seek approval from the Graduate Programs Office and complete the necessary cross-registration forms, available through the University Office of Student Services (Lyons Hall). Per the Consortium agreement, tuition will be billed through the student's Boston College account, at the Carroll School of Management's tuition rate.

### **Undergraduate Course Work**

Part-time MBA students who have demonstrated mastery in a core subject area may receive Advanced Standing Credit for up to five courses (15 credits).

Mastery typically entails either an undergraduate major in a core course area or at least two intermediate to advanced undergraduate courses with grades of B or higher.

Students may only receive Advanced Standing Credit for core courses, based upon undergraduate coursework.

### **Graduate and Professional Course Work**

Part-time MBA students who have a prior graduate degree in a relevant field or have completed graduate management courses at other AACSB-accredited institutions may receive Advanced Standing Credit for a maximum of five courses (15 credits).

Students may receive Advanced Standing Credit for core courses and elective courses, based upon graduate coursework.

### **FULL-TIME MBA PROGRAM**

Students accepted to the full-time MBA program may apply to waive core courses based upon prior course work. If a full-time MBA student is deemed eligible to waive a course, he/she will receive Equivalency. Equivalency requires the student to replace the waived course with an elective; therefore, it does not decrease the credit requirement for the degree. Full-time MBA students who wish to be evaluated for course waiver eligibility must submit a Course Waiver Form. Students may be required to provide official transcripts and other relevant course information necessary to facilitate the review of their academic record. Students enrolled in the full-time MBA program must maintain their full-time status for four continuous semesters (with the exception of students enrolled in approved dual degree programs outside of the Carroll School of Management).

- Full-time MBA students may receive Equivalency for up to three core courses.
- Equivalency will only be granted for courses in which the student has earned a grade of "B" or better, at an accredited institution, within ten years prior to enrolling in the Boston College Part-time MBA program.
- The combination of waived credits and transfer credits may never exceed 1/3 of the course requirements for the degree.
- Students who have recognized professional certifications (ie, CPA, CFA) may receive Equivalency. A copy of the exam results will be required.
- Once an accepted student has been notified of eligibility to waive a course(s) and receive Equivalency, he/she must respond, in writing, his/her intent to accept the Equivalency no later than the Drop/Add Deadline for the semester in which he/she is enrolling.
- Students may contest waiver decisions within 30 days of the date of the initial decision. Course waivers will not be granted after this date.
- Once a student has accepted Equivalency for a course, he/she may not take the course and receive credit.
- Professional experience alone will not make a student eligible to waive a course
- Current full-time MBA students who wish to take a course outside of the Carroll School of Management, must submit their request, in writing, at least 30 days prior to the start of the semester in which the student wishes to enroll in the outside course. Transfer credit will only be granted for courses related to the degree and is subject to approval by the Graduate Programs Office. Students must have completed a minimum of two semesters

before they can submit a request to take a course outside of the Carroll School of Management. This includes courses taken through the JesuitMBA network.

- Courses taken outside of Boston College will not reduce the student's flat-rate MBA tuition for that semester.
- Except under extenuating circumstances, students will not be approved for transfer credit if a comparable course is offered in the Carroll School of Management during the same academic year.
- Full-time MBA students may cross register for one course each semester (not including Summer) at Boston University and Tufts, through the Consortium. Students interested in cross-registering for courses through the Consortium must first seek approval from the Graduate Programs Office and complete the necessary cross-registration forms, available through the University Office of Student Services (Lyons Hall). Per the Consortium agreement, tuition will be billed through the student's Boston College account, at the Carroll School of Management's tuition rate.

### **Undergraduate Course Work**

Full-Time MBA students who have demonstrated mastery in a core subject may be eligible for equivalency.

Mastery typically entails either an undergraduate major in a core course area or at least two intermediate to advanced undergraduate courses with grades of B or higher.

Students may only receive Equivalency for core courses, based upon undergraduate coursework.

### **Graduate and Professional Course Work**

Students who have a prior graduate degree in a relevant field or have completed graduate management courses at other AACSB-accredited institutions may be eligible for equivalency.

The CPA and CFA certifications will make a student eligible for equivalency.

Professional experience alone will not make a student eligible to waive a course.

For more information, please contact the Office for Graduate Programs, at (617) 552-3773.

### **Connell School of Nursing—Graduate Programs**

Matriculated graduate students may request permission to transfer in up to 6 credits of graduate course work completed at another accredited graduate university prior to matriculation to be applied toward their degree. Only courses that were completed at a regionally accredited institution within the past five years, have not been applied to a prior degree and in which a student has received a grade of B or better (80), can be considered for transfer. Currently matriculated students are not permitted to take courses outside of Boston College, other than through the Consortium. Core courses that were taken prior to matriculation may be considered on a case by case basis. Under no circumstances will students be allowed to transfer in more than six (6) credits towards their degree.

To request to have an outside course considered for transfer, the student must provide a copy of the course description for electives and course syllabus for core courses. Electives/cognates may be approved by the faculty advisor. Core courses that were taken prior to matriculation at Boston College must be reviewed for equivalency by the TOR for the core course at Boston College, and approved by the TOR and the graduate associate dean (forms in the appendix and on the CSON web site.) If approved, the student must submit a final official transcript documenting a grade of B or better to the graduate office for processing. The transfer course and credit, but not a grade, will be recorded on the student's transcript.

### **School of Social Work**

Students, with the exceptions noted below, may request transfer of not more than six graduate credits taken prior to admission. Only courses in which a student has received a grade of B or better, and which have not been applied to a prior degree, will be accepted. If approved, the transfer course and credit, but not the grade, will be recorded on the student's academic record. Credit received for courses completed five years prior to a student's admission to his or her current degree program are not acceptable for transfer. **Requests for transfer credit must be made prior to program enrollment.**

M.S.W. students who earned a B.S.W. degree from an accredited Council of Social Work Education program within the previous five years may apply for advanced standing equal to a maximum of 21 credits. Students who earned course and/or field work credits in an accredited M.S.W. program may receive up to 32 credits needed for graduation. Only courses in which a student has received a grade of B or better will be accepted.

Doctoral students may request transfer of not more than six graduate credits (or two graduate courses) taken prior to admission. Only doctoral level courses in which the student received a grade of B or better will be considered for transfer from another university.

### **Woods College of Advancing Studies—Graduate Programs**

Graduate students typically cannot transfer credits into their program. If transfer credits are authorized, no more than 6 credits will be allowed in transfer at the graduate level. You should consult your program director or academic advisor if you have any questions regarding the transfer of credit.

If you would like a paper copy of this notice, please contact the Office of Student Services at [studentservices@bc.edu](mailto:studentservices@bc.edu).