

Instructions for Internal Transfer Applicants: College of Arts and Sciences

Please read the following information carefully.

Your application for transfer will be reviewed after you have completed the instructions listed below. If you have questions about the process, sign up for an information session in Gasson 109.

Transfer Criteria:

- Applicants should be in good academic standing.
- Applicants should have the expected number of courses for their status. Note that the required course load for freshmen, sophomores, and juniors in A&S is five (three-credit) courses 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 Chairperson 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 10 one-semester courses offered or accepted by the major department as applicable. The requirements for each A&S major field will be 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 Chairperson 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. An information sheet about the language proficiency requirement is available in Gasson 109.

Application Process:

- Complete Form T1 after you have consulted with the Chairperson of your projected department or his/her faculty representative. Ask the Chairperson to complete and sign Form T2.
- Write a brief essay stating your reasons for wishing to transfer to the College of Arts and Sciences.
- Complete the Internal Transfer Application Form.
- Return three forms (T1, T2) and your essay to the Associate Dean's office in Gasson 109 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 their decision. Be sure to include on your application the local or home address where the notification should be sent.

Please retain this sheet for reference.