With prior approval, students may take management-related electives at other graduate schools and colleges with Boston University.

Before You Apply…

1. Check your Boston University residency requirement. **MBA students** must register for and complete a minimum of 40 graduate-level credits (of their 64 credit curriculum) at the Boston University Graduate School of Management (GSM) in order to qualify for graduation. **MS-MBA students** must complete the following residency requirements (of their 84 credit curriculum) for each portion of their degree: 31 credits of the MBA portion and 40 credits of the MSIS portion must be taken at the GSM. **MSIM students** must complete all MSIM courses in residence at Boston University’s Graduate School of Management (GSM) and are not eligible for transfer of credit.

2. Be sure to follow the Guest Student policy at the Boston University school or college that you are applying to.

3. Allow plenty of time for the application to be reviewed and processed for the course that you want to take.

4. Only Grades of B- or better will count toward the MBA or the MS-MBA credit requirements. Grade will not be factored in to cumulative grade point average.

5. Course offered in GSM may not be taken as electives elsewhere at Boston University.

To Be Completed by the Student:

Name: ________________________________
BU ID: ________________________________
Academic Advisor: _____________________
Phone: ________________________________
E-mail: ________________________________
GSM Program of Study: _____________________
Institution: ____________________________
Course Title *(one per application)*: __________________________
Course Number: __________________ Credits: ____________
Date of Proposed Work*: 20 __
□ Fall  □ Spring  □ Summer  □ Other: _____________________
* Note: Approved applications expire at the end of the semester indicated

Please indicate which program the elective will count towards:
□ MBA  □ PNP  □ HSM  □ MSIS

In order for this application to be considered complete and eligible for review, the following documentation is required to be attached to this form:

□ Official course description

□ Course syllabus (current if petitioning for pre-approval; actual if course already taken; syllabus must include class meeting times, course details and schedule, textbooks and supplementary readings)

□ Attach a brief explanation of how this course fits into your educational objectives

To Be Completed By Department Official

Faculty Director: _____________________  Department: _____________________

□ Request approved as an MBA General Elective Course  □ Request denied as an MBA General Elective Course

Reasons/Comments: __________________________

Faculty Signature: __________________________  Date: ______________________

For Graduate Programs Office Use Only

Application submitted to the Graduate Programs Office on: __________________________
Recorded in DB on: __________  Updated on TR15:______  Filed On: __________  Student e-mail sent on: __________

Notes: