

COLUMBIA COLLEGE
Center for Student Advising
PRE-APPROVAL FOR A COURSE TAKEN AT ANOTHER U.S. INSTITUTION

Deadline for Submission: Last Day of Final Exams in the term preceding the term in which the course is offered

Taking Summer Courses Elsewhere in the U.S.

Permission to take classes outside of Columbia in the U.S. is normally given ONLY for the following reasons:

1. You have fallen behind in credits (see the chart below)
2. You must have the course as a prerequisite for a course that must be taken in the fall in order to graduate on time
3. You plan to take a language course
4. You have been suspended and must pass courses at another institution before returning to Columbia

CC cumulative points expected per term & low point's thresholds

| Year | Fall - expected | Low Points Threshold | Spring - expected | End of year low points threshold |
|-------------|------------------------|-----------------------------|--------------------------|---|
| 1 | 12 | n/a | 31 | 24 |
| 2 | 46 | 38 | 62 | 52 |
| 3 | 77 | 69 | 93 | 86 |
| 4 | 108 | 105 | 124 | |

Courses Must Meet the Following Criteria

- They must be offered by and taken at an accredited four-year institution. Exceptions may be reviewed on a case-by-case basis.
- A one-term course must meet for a minimum of 30 face-to-face contact (classroom, lab) hours for a 3-point class; a two-term course must meet for a minimum of 60 hours. **Proof of the hours must be submitted.**
- If the course is taken at an institution on the quarter-system, the points will be calculated at approx. 2/3 of the total points granted by that institution.
- All instruction in the classes must be face-to-face, in-person in a classroom setting. No courses taught entirely or partially online will be accepted for credit. Online courses are not acceptable. No exceptions will be made.
- The subject of the course must be one taught at Columbia University's Faculty of Arts and Sciences or SEAS and be a course for which a Columbia College student could earn credit toward the degree.
- The subject matter cannot have been covered in a previous class. The student must also be made aware that the outside credit will be removed if they take a duplicative course after the fact.
- Students who are petitioning to take a course to make up for a point deficit may only petition to take courses outside of Columbia University if they meet the "low point's threshold" as indicated above.
- Students taking classes outside Columbia University to make up a credit deficit may only transfer back the needed credits to reach the "normal progress to degree" threshold above.
- The course must be passed with a grade of C- or better. Neither P/F nor P/D/F grading options are acceptable.
- Credit will be transferred as general degree credit, unrelated to any specific requirements unless departmental approval is received before enrollment.
- Credits toward the major or concentration are granted fully at the discretion of the department.
- If the course will be used to meet a major or concentration requirement but is taught in a different department, students must obtain the approval of both academic departments.
- Students may take no more than 8 points in any Summer Session or in overlapping periods, and a maximum of 16 points for the summer.
- Normally, students on medical or voluntary leave are not permitted to receive credit toward the degree.

- All language courses at introductory or intermediate levels can only be approved conditionally, pending the successful completion of the departmental placement test or successful completion of a higher level language course. It is the student's responsibility to contact the department for testing. If the student chooses not to continue in that language or take the placement exam, no credit will be granted for the outside course.
- No credit is given for professional courses (i.e. journalism, education, law, etc.).
- Transfer students may not use more than 64 total credits outside of Columbia College toward their degree, including summer courses.
- Students who plan to study abroad during the summer must see an adviser in the Office of Global Programs. This form is not intended for approval for courses taken outside of the U.S. Those must be approved by the Office of Global Programs.
- Credit will be recorded upon receipt of an official transcript sent by the institution directly to the Center for Student Advising.

Taking Summer Courses at Columbia University

Columbia College students do **not** need special permission to take courses in Columbia University Summer Sessions. Normally, Columbia students who are on medical or voluntary leave cannot take courses at Columbia or elsewhere while on leave. Students planning to take courses for their major or concentration must consult with their departmental adviser prior to enrolling in the course. Please note that no credit is given for professional courses (i.e. journalism, law, education, etc.).

Further information can be found at <http://www.ce.columbia.edu/summer/index.cfm?PID=1>

Center for Student Advising

403 Lerner Hall, MC: 1201

(p) (212) 854-6378

(f) (212) 854-2562

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Please note: This form is to be used only if you are requesting to take courses outside of Columbia University for transfer credit. The completed form must be returned to the Center for Student Advising in time to receive pre-approval prior to your enrollment in the course.

Step One: Student & Course Information (to be filled out by student):

Name: _____ Graduating Year: _____ Dept. _____ Uni: _____ Date: _____

Cell Phone: _____ Local Mailing Address: _____

Signature: _____

Advising Dean Name and Uni: _____

Institution Offering Course: _____

Title of Course: _____

Columbia Equivalent Course: _____

Duration of Course _____ weeks, from _____ to _____

Time classes meet: _____

Class hours per week: _____ Lab hours per week: _____

Total class hours: _____ Total lab hours: _____

NOTE: You must attach to this form a photocopy of the following information from the catalogue or web page of the college or university you plan to attend (**online courses do not qualify**):

- a. A detailed description of the course(s) (if possible, attach a syllabus also);
- b. A list of the number of class hours (and lab hours, if applicable) per week;
- c. An official course schedule showing the first and last days of the session.

Step Two: Please complete this section regarding the reasons you are seeking permission to earn credit through coursework at an outside institution.

Permission to take classes outside Columbia is normally given only under the following conditions. Please indicate which of these reasons applies to you:

- I have fallen behind in points according to the chart in the instructions
- I am planning to take a language course.
- Suspension
- I need this course as a prerequisite for a course which I must take in the fall. Please elaborate:

If you are requesting to take summer classes at an outside institution, please explain why you cannot attend summer school at Columbia.

Are you on financial aid?

Yes

No

Are you applying for Kluge Affiliated Funding?

Yes

No

Step Three : To be completed by Advising Dean in the Center for Student Advising:

The course listed above is:

A) _____ Approved

B) _____ Approved subject to the following conditions:

_____ Examination

_____ Submission and approval of the following documentation

_____ Other (please give details)

C) _____ Not Approved

Advising dean's name & uni (please print clearly): _____ Date: _____

Adviser signature: _____ Date: _____

Step Four: If you wish a course to count toward your major/concentration, please have this section completed by the Director of Undergraduate Studies of your major/concentration department.

The course listed above is:

A) _____ Approved

B) _____ Approved subject to the following conditions:

C) _____ Not approved

Name of department and major/concentration: _____

Name of departmental representative & uni (please print clearly): _____

Department representative signature: _____ Date: _____

Step Five: If a course is being used to meet a requirement in a major other than the department of the course, you must obtain the approval of both the course and major departments. Please have this section completed by the Director of Undergraduate Studies of the course department.

The course listed above is:

A) _____ Approved

B) _____ Approved subject to the following conditions:

C) _____ Not approved

Name of department and major/concentration: _____

Name of departmental representative & uni (please print clearly): _____

Department representative signature: _____ Date: _____

Step Six: Give the completed form to the Center for Student Advising so that your advising dean can present your request to the Committee on Academic Standing in time for you to receive approval prior to enrolling in course. Allow ten business days for approval.

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