

# SUMMER COURSE APPROVAL FORM

|   |                     |                     |
|---|---------------------|---------------------|
| <b>NAME:</b> _____  | <b>CLASS:</b> _____ | <b>MAJOR:</b> _____ |
| A SCANNED COPY OF THIS FORM WILL BE SENT TO YOUR BARNARD EMAIL ADDRESS:   |                     | <b>@barnard.edu</b> |
| THIS APPROVAL FORM IS FOR THE SUMMER OF 20__ AT _____<br><span style="float: right;">(NAME OF INSTITUTION)</span> |                     |                     |

- Your signature on the back of this form attests to your understanding of the conditions and procedures of summer course approval.
- Before filling out the following information, please read the instructions and complete the worksheet on the back of this form.

## COURSE INFORMATION:

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|---|--|--|---|
| COURSE TITLE<br>_____<br>DEPARTMENT & COURSE # (NOT CALL #)<br>_____<br>REQUIREMENT (MAJOR, MINOR, SPECIFIC GER) OR COLLEGE ELECTIVE<br>_____<br>_____ SEMESTER CREDITS OR _____ QUARTER CREDITS<br>CREDITS AWARDED BY HOST INSTITUTION | WEEKLY MEETING DAYS & TIMES: LECTURE/DISCUSSION/LAB<br>_____<br>START & END DATES OF SESSION<br>_____<br>$\frac{\text{_____}}{\text{_____}} \times \text{_____} = \text{_____}$ TOTAL HRS/WK    TOTAL# OF WKS    TOTAL# OF HRS | CHAIR'S SIGNATURE<br>_____<br>_____<br>_____ | BARNARD PTS<br>(FOR REGISTRAR'S/<br>CHAIR'S USE ONLY) |
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| COURSE TITLE<br>_____<br>DEPARTMENT & COURSE # (NOT CALL #)<br>_____<br>REQUIREMENT (MAJOR, MINOR, SPECIFIC GER) OR COLLEGE ELECTIVE<br>_____<br>_____ SEMESTER CREDITS OR _____ QUARTER CREDITS<br>CREDITS AWARDED BY HOST INSTITUTION | WEEKLY MEETING DAYS & TIMES: LECTURE/DISCUSSION/LAB<br>_____<br>START & END DATES OF SESSION<br>_____<br>$\frac{\text{_____}}{\text{_____}} \times \text{_____} = \text{_____}$ TOTAL HRS/WK    TOTAL# OF WKS    TOTAL# OF HRS | CHAIR'S SIGNATURE<br>_____<br>_____<br>_____ | BARNARD PTS<br>(FOR REGISTRAR'S/<br>CHAIR'S USE ONLY) |
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|--|------------|
| <b>I HAVE SEEN THE CATALOG DESCRIPTIONS AND HAVE APPROVED THESE COURSES.</b> |            |
| ADVISER'S SIGNATURE _____  | DATE _____ |
| <b>I HAVE SEEN THE CATALOG DESCRIPTIONS AND PROGRAM INFORMATION:</b>         |            |
| STUDY ABROAD ADVISER'S SIGNATURE _____                                       | DATE _____ |

|                           |                           |
|---------------------------|---------------------------|
| <b>FOR THE COMMITTEE:</b> | APPROVED ____ DENIED ____ |
| SIGNATURE _____           | DATE _____                |
| COMMENTS _____            |                           |

**SUMMER COURSE APPROVAL WORKSHEET**

**PLEASE NOTE:**

1. Barnard does not grant credit for online courses.
2. Barnard will not grant credit for a summer course if you have already received credit for its equivalent (whether through exams like AP or IB, or through previous coursework).
3. For languages, Math, & Sciences: Barnard will not grant credit for a course if you have already received credit for the same or a higher level in the subject. There is one exception: in certain cases, you may take Calculus II and Calculus III out of sequence.
4. All summer courses must be taken at an accredited institution. (You can find this information by searching for "Accreditation" on the institution's website.)
5. Students may not count summer coursework toward the minimum of 60 points (60 or 61 for transfer students) which must be completed at Barnard, nor in the minimum of 6 courses in the major that must be taken at Barnard. Additional major courses may be taken in the summer if approved by the major adviser and the department chair.
6. You may count no more than 60 non-Barnard credits toward the degree, of which 16 may be from summer courses. To calculate the number of non-Barnard credits, add "Transfer," "Summer," and "Other" points from your transcript.

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| # OF SUMMER CREDITS RECEIVED                              |  |
| TOTAL # OF NON-BARNARD CREDITS RECEIVED, INCLUDING SUMMER |  |

**COURSE CRITERIA:**

1. Courses must meet for at least 35 hours and at least 5 weeks. If a course does not meet these requirements, you must file a "Petition for Summer School Courses."
2. In order to satisfy the LAB SCIENCE requirement, a course must comprise at least 35 hours of lecture **and** at least 35 hours of lab.
3. To determine if a course meets these criteria, please fill out the "Course Information" section on the front of this page. Unless this is a Columbia course that is taught during the regular academic year, you must attach official documentation (copied from program website or course catalog, or emailed by professor or program administrator) of the following:

CHECK IF ATTACHED

|   |  |
|---|--|
| 1. WEEKLY MEETING DAYS AND TIMES OF LECTURE, + LAB AND/OR DISCUSSION SECTION IF APPLICABLE  |  |
| 2. START AND END DATES OF SUMMER SESSION  |  |
| 3. COURSE DESCRIPTION   |  |
| 4. # OF SEMESTER CREDITS OR # OF QUARTER CREDITS AWARDED BY HOST INSTITUTION  |  |
| 5. I HAVE FILED A "PETITION FOR SUMMER SCHOOL COURSES" FOR ALL CLASSES THAT DO NOT MEET FOR AT LEAST 35 HOURS AND AT LEAST 5 WEEKS. |  |

**CREDIT:**

1. Courses that earn fewer than 3 semester credits or 5 quarter credits will not be accepted in fulfillment of GER, Major, or Minor requirements. They may count as college elective credit toward the 122 or 121 points required for the degree. (1 quarter credit = .66 semester credit)
2. You must receive a grade of C- or higher in order to receive credit for a summer course. A grade of P (Pass) is not acceptable.
3. No more than 2 courses totaling no more than 8 Barnard points may be taken in a single summer session. Some institutions offer more than one summer session. Sessions with overlapping dates are considered a single session.
4. Barnard will grant no more than one credit per week for a summer course.
5. Department Chairs and the Committee on Instruction may only approve or reduce the number of credits granted by the host institution.
6. Final decisions regarding the credit value of a course are made by the Committee on Instruction.

**APPROVAL:**

SIGNATURE OBTAINED

|   |  |
|---|--|
| 1. ALL SUMMER COURSES MUST BE APPROVED BY YOUR ADVISER.   |  |
| 2. ALL REQUESTS FOR MAJOR AND MINOR CREDIT MUST BE APPROVED BY THE DEPARTMENT CHAIR.  |  |
| 3. ALL REQUESTS FOR COLLEGE ELECTIVE CREDIT IN CHEMISTRY, CLASSICS, NEUROSCIENCE & BEHAVIOR, PHYSICS & ASTRONOMY, SLAVIC, AND SPANISH & LATIN AMERICAN CULTURES MUST BE APPROVED BY THE DEPARTMENT CHAIR. |  |
| 4. ALL INTERNATIONAL PROGRAMS MUST BE APPROVED BY THE STUDY ABROAD ADVISER.   |  |

\*\*\***FINAL DECISIONS** regarding the approval of summer courses are made by the Committee on Instruction. You will be notified of the committee's decision within 3 weeks of submitting your completed application.

**CREDIT TRANSFER AND FEES:**

1. In order to receive credit, you must order an official transcript to be sent to the Barnard Registrar. You do not need to request a transcript for summer courses taken at Columbia's Morningside Heights campus; these will be sent automatically in the fall. You must request a transcript for all other courses taken through Columbia programs.
2. A fee of \$100.00 will be charged to your account when credit for summer courses is recorded.

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|--|-------|
| <b>I UNDERSTAND THAT CREDIT FOR COURSES LISTED ON THE FRONT OF THIS FORM AND THE FULFILLMENT OF REQUIREMENTS WITH THESE COURSES ARE SUBJECT TO THE ABOVE REGULATIONS AND THE APPROVAL OF THE COMMITTEE ON INSTRUCTION.</b> |       |
| SIGNATURE OF STUDENT:  | DATE: |