

SUMMER COURSE APPROVAL

NAME _____ CLASS _____ MAJOR _____

BOX NO. _____ BC Email _____ LOCAL PHONE NUMBER _____

SUMMER ADDRESS _____

20____ SUMMER SESSION AT _____ FROM _____ TO _____ # OF WEEKS _____

To be credited toward the degree, courses must be given at accredited institutions. Courses should meet for at least 5 weeks and must meet for at least 35 hours (for lab science, 35 hours of lecture and 35 hours of lab).

To request credit for courses that do not meet the above requirements, you must file a supplementary Petition.

INSTRUCTIONS

1. **Be sure that you have read and signed the reverse side of this form.**
2. Enter course numbers and titles.
3. Present catalogue descriptions to department chairs and obtain their signatures, except for those Columbia courses which in general do not require approvals in the fall or spring terms. **NOTE: ALL** courses for major credit require approvals.
4. Present catalogue descriptions to your class adviser or major adviser and obtain a signature at the bottom of this page. For summer courses abroad, see the Study Abroad Adviser early in the spring semester and obtain her signature below.
5. **IMPORTANT: Return this form to the Office of the Registrar. Attach** catalogue descriptions and documentation of summer session start and end dates and of the hours of class meetings.

Dept. and Course No.	Course Title	Host Institution Points	Requirement (specify) or elective§§

Barnard Chair's Signature	Equivalent Barnard Points*

§§ Satisfaction of a General Education Requirement is determined by the Committee, not by the department chair. The chair approves the content and point value of the course for Barnard credit, and for major credit if applicable.

* To be determined by the Barnard department chair. The chair may approve the number of points granted by the institution, or may reduce the number, but may not increase the number of points to be granted.

I HAVE SEEN THE CATALOGUE DESCRIPTIONS AND APPROVE THESE COURSES.

Adviser's Signature Date _____

Study Abroad Adviser's Signature (for classes taken abroad) Date _____

For the Committee on Programs and Academic Standing: Approved _____ Denied _____

Signature _____ Date _____

Comments _____

Final credit for any course will depend on earning a grade of C- or higher and on other criteria set forth on the reverse side of this form.

A fee of \$100.00 will be charged to your account when credit is applied toward the Barnard degree for summer courses other than those taken at Columbia.

BARNARD COLLEGE
APPLICATION FOR APPROVAL OF SUMMER SESSION COURSES

Catalogue descriptions of courses (other than Columbia) must be attached for evaluation by each chair and adviser and the Committee on Programs and Academic Standing.

The following rules apply to all summer session courses. After you have read them, please sign your name at the bottom of this page. Then fill in the reverse side and obtain the appropriate signatures.

1. **AMOUNT OF CREDIT:** Courses that earn fewer than 3 semester credits or 5 quarter credits will not be accepted in fulfillment of College requirements. They may count toward the 121 or 122 points for the degree. (3 quarter points are equal to 2 semester points.) No more than two courses for a total of no more than eight points may be taken in a single summer session of no less than 5 weeks. (Some institutions may have more than one session in a summer.)
2. **GRADES:** Credit will be given only for grades of C- or higher. P (Pass) is not acceptable.
3. **CREDIT TOWARD THE DEGREE:** No more than 16 semester points of summer session credit may be counted toward the degree.
4. **LANGUAGE REQUIREMENT:** Prior approval for courses taken to satisfy the language requirement is at the discretion of the department, which may require a placement test in September. No credit will be given for a language course, whether or not taken to fulfill the requirement, if it is at the same level as a previously credited course.
5. **MAJOR REQUIREMENT:** A minimum of six courses in the major must be taken in the autumn or spring terms while the student is enrolled at Barnard. Additional major courses may be taken in the summer if approved by the major adviser and the major department chair.
6. **TRANSFER STUDENTS:** Summer session credit may not be counted in the minimum 60 or 61 points which must be completed at Barnard, or in the minimum of six courses which must be taken in the major while you are enrolled at Barnard.

I understand that credit for courses listed on the reverse side of this form, and the fulfillment of requirements with these courses, are subject to the above regulations and to the approval of the Committee on Programs and Academic Standing, and that Committee approval is given with the proviso that the courses do not exceed the allowable maximum of summer or transfer credit for the degree. (See Items 1, 3, and 6.)

I will order an official transcript of my summer session work to be sent to the Barnard Registrar.

(NOTE: Columbia will send your transcript directly to us without a request from you.)

I have already received degree credit for _____ summer points and _____ transfer points. (See items 1, 3, and 6 above.)

Signature of Student _____ Date _____

(Once a student files this application, she will normally receive notification of the Committee's action within three weeks.)