

Outside/Summer Credit Approval

Please note: You must meet with your Adviser to discuss your plan to take courses during the summer.

Taking Summer Courses through Columbia University

SEAS students do not need special permission to take courses through the Columbia University Summer Session, but should still consult with their Adviser. Students planning to take courses for their major or concentration must consult with their departmental adviser prior to enrolling in the course.

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

Taking Summer Courses Elsewhere

**You cannot take Gateway lab, the professional-level course, or any SEAS Core classes outside of Columbia University.

- You may take one course towards a minor outside the University **OR** use one AP score to fulfill a requirement for a minor.
- You must present a catalog course description, reading lists, syllabus, etc. with your approval form.
- You must obtain approval to take summer courses before you register.
- You may not take the equivalent of a course for which you have already received credit.
- Students will only receive credit for summer courses taken at an accredited four-year institution, where the course is equivalent to a Columbia class, and upon earning at least a C.
- You may earn no more than 12 points of credit for course work in any one summer. This total includes any courses you take at Columbia.
- A transcript for approved courses should be sent to the Center for Student Advising upon completion of the course.

Center for Student Advising

403 Lerner Hall, MC 1201
(212) 854-6378
(212) 854-2562 (f)

Outside/Summer Credit Approval

To be completed by student:

Name: _____ CUID: _____ Date: _____

Summer Address: _____

Email Address: _____ Cell phone: _____

Institution you wish to attend: _____

Course you wish to take: _____ Credits: _____
(Indicate department, course number, and course name)

Columbia equivalent course: _____
(Indicate department, course number, and course name)

This course is intended for:

_____ non-technical elective credit — Adviser signature required

_____ minor credit — Adviser signature required

_____ technical general degree required credit — Departmental representative and Adviser signatures req.
(i.e. 1st and 2nd year technical courses: Chemistry, Physics, Calculus)

_____ major credit — Faculty Adviser and Adviser signatures required

_____ technical elective credit — Departmental representative, Faculty Adviser, and Adviser signatures req.
(for example, to count a chemistry class toward the BME major's technical elective requirement, you need signatures from both your BME faculty adviser and a Chemistry department representative.)

Departmental representative: _____ (Print name) _____ (Signature)

Department: _____ Date: _____

Faculty Adviser: _____ Date: _____

Adviser: _____ Date: _____