

## Course Equivalence Form for Combined Plan Students: Major Requirements

This form is for Combined Plan students to verify equivalence between major-specific courses, including technical electives, taken outside Columbia University and courses offered at Columbia. Any courses directly related to the engineering major must be approved by the appropriate faculty member at SEAS.

Course equivalency can be evaluated during August orientation or during the fall of your first semester. Combined plan students must request course equivalencies no later than the end of their first fall semester.

Only one course should be evaluated per form.

### *Instructions to the student:*

1. Attach a transcript from your home institution and highlight (or circle) the course you are requesting to be evaluated. Equivalence will not be considered without a transcript.
2. Bring all course materials (catalog description as well as the syllabus used by the instructor at the home institution) along with this form and transcript, to the appropriate departmental instructor for review and signature. For courses not taught in your major's department, you should meet with the faculty member who teaches the course you are trying to get equivalency for.
3. After the appropriate instructor has approved the course for equivalency, please meet with an adviser in your major department to obtain their signature. Your faculty/departmental adviser should keep a copy of this form.
4. Bring a copy of your completed and signed form(s) to your Advising Dean at the Center for Student Advising who will save the document(s) in your permanent file.
5. Retain a copy of this form for your records.

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### Center for Student Advising

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

## Course Equivalence Form for Combined Plan Students: Major Requirements

Student name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**I confirm that the information below is accurate and true.**

Term and year of entry: \_\_\_\_\_ Uni: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

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### Home Institution Information:

Course name: \_\_\_\_\_ Course Code & Number: \_\_\_\_\_

Institution offering course: \_\_\_\_\_ Term & year taken: \_\_\_\_\_

Grade: \_\_\_\_\_ Credit value (as per transcript): \_\_\_\_\_

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The course should be recognized as fulfilling the following requirement:

Columbia Bulletin number: \_\_\_\_\_ Columbia Course title: \_\_\_\_\_

The student should (if eligible) receive \_\_\_\_\_ points of credit for the course. Note: If 68 points have already been transferred, no more points will be awarded regardless of the equivalence received.

Basis for the verification (check all that apply):

- Transcript (required)**
- Bulletin course description
- Course outline
- Course syllabus
- Textbook
- Written assignments
- Other (specify): \_\_\_\_\_

If the requested equivalence is contingent on the completion of additional work, please indicate what this is and what arrangements will be made to enable the student to do it:

Instructor's comments:

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Department: \_\_\_\_\_

**I verify that the course described above is equivalent to (or is a valid substitution for) the above Columbia University course and confirm that I have reviewed the transcript attached to this form and can verify based on this information that the student took this course at the above institution, during the semester listed, and received the grade noted.**

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Departmental adviser's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Department: \_\_\_\_\_

**I confirm that I have reviewed the transcript attached to this form and can verify based on this information that the student took this course at the above institution, during the semester listed, and received the grade noted.**

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