

To: Enrolled Barnard students who plan to enroll for a semester or a year at another institution and then return to Barnard

From: Janet F. Alperstein, Assistant Dean of Studies/Study Abroad Adviser

Subject: Study Leave Course Approval Application

Please keep this page for reference.

You may receive an assessment of transferable credit and qualify for a study leave by filling out the Study Leave Course Approval form and filing it with me. As a first step, discuss with your academic adviser the following guidelines governing the transfer of credit for Barnard students who study elsewhere:

1. Only liberal arts courses offered by an accredited liberal arts institution are normally credited toward the degree. Courses that are professional, applied, technical, too narrow in scope, or "non-conventional" cannot receive credit. Courses that overlap courses already taken cannot receive credit. For example, if the elementary or intermediate levels of language have already been credited, they cannot be taken again for degree credit.
2. You **must** file the Study Leave Course Approval Application for all courses, with written approval from the appropriate chairs or representatives by the last day of the semester prior to study leave. You still must meet with the Department Chairs, your adviser and your Class Dean to discuss courses even if your schedule is not finalized. Remember that you must take at least 6 courses in your major during spring and fall semesters of enrollment at Barnard. Individual departments may require additional or particular courses at Barnard. In case of courses taken to satisfy the language requirement, a departmental exam may be required upon your return to Barnard, to validate degree credit and fulfillment.
3. Courses taken in foreign institutions must receive some evaluation (e.g., grades, tutors' reports, examination marks). All grades received for academic-year courses for which credit is granted are calculated in the overall grade point average for honors. Courses with grades of D or F will not receive credit. Courses should not be taken Pass/Fail. Taking study abroad courses for which grades cannot be designated may mean that graduation honors at Barnard will require a higher Barnard grade point average.
4. You may earn a maximum of 18 points per semester while on study leave. (Note that Reid Hall students who take over 18 points will be charged extra tuition.)
5. You must have an official transcript sent directly to the Registrar, 107 Milbank, before credit can be awarded. Prompt action is recommended, for a delay may jeopardize financial aid, status for campus housing, or timely graduation. Complete the top portion of the approval form and obtain departmental approvals for your planned program of courses. (You must show a catalogue with course descriptions to the department chair or representative.) After all required signatures have been secured, file the

completed form with me.

TRANSFER OF CREDIT IS NOT FINAL UNTIL AN OFFICIAL TRANSCRIPT IS REVIEWED BY THE REGISTRAR.