

# BARNARD COLLEGE

## COURSE APPROVAL APPLICATION

NAME \_\_\_\_\_ CLASS \_\_\_\_\_ MAJOR \_\_\_\_\_

CAMPUS BOX NO. \_\_\_\_\_ BC Email \_\_\_\_\_ LOCAL PHONE NUMBER \_\_\_\_\_

INSTITUTION ATTENDED \_\_\_\_\_ SEMESTER/S ATTENDED \_\_\_\_\_

Use this form for approvals for spring and fall courses you took:

- while on approved study leave but for which you did not receive advance approval; or
- while you were away from Barnard and studying elsewhere less than full-time; or
- because the College required you to take courses elsewhere before returning.

DO NOT use this form for advance approval of study leave courses or for summer school work.

Please list the courses below, present catalogue descriptions to the appropriate Department Chairs for approval, and obtain their signatures.

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

Barnard Chair's Signature	Equivalent Barnard Points**

\* Chairs approve major and minor requirements. The Committee on Instruction approves General Education requirements.

\*\* 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.

\_\_\_\_\_ Adviser's Name (please print)      \_\_\_\_\_ Date      \_\_\_\_\_ Adviser's Signature

When all signatures have been obtained, please return this form to the Office of the Registrar for evaluation of credit. If you have not already arranged for an official transcript to be sent directly to the Registrar's Office, please do so. Credit cannot be recorded unless we have both the approval form and the official transcript.