

**Princeton University
Office of the Dean of the College
APPROVAL FOR A COURSE TAKEN AT ANOTHER INSTITUTION**

Deadline for submission: the Princeton University Dean's Date preceding the term in which the course is offered.

STEP ONE: BACKGROUND INFORMATION (to be filled out by the student)

Name _____ Class _____ College _____ Degree _____ Dept. _____ Date _____

E-mail address _____ Campus Address _____ Cell Phone _____

Institution Offering Course _____ Title of Course _____

Duration of Course: ___ weeks, from _____ to _____. Class hours per week _____ Total class hours _____
Lab hours per week _____ Total lab hours _____

Location of summer study abroad program (if applicable) _____

NOTE: You must **attach to this form** a photocopy of the following information from the catalogue or web page of the college or university you plan to attend (**online courses do not qualify**):

- a. a detailed description of the course(s) (if possible, attach a syllabus also);**
- b. listing of the number of class hours (and lab hours, if applicable) per week;**
- c. an official schedule showing the first and last days of the course session.**

Will this course be used to satisfy a specific A.B. distribution requirement at Princeton? __LA __SA __ST

Will this course be used to remove a course deficiency? (Yes or No) _____

STEP TWO: PREAPPROVAL FOR PRINCETON UNIVERSITY CREDIT (to be filled out and signed by the relevant Departmental Representative or Program Director).

This course _____ does _____ does not meet the standards for Princeton credit.

Analogous Course at Princeton (if applicable): _____

If none: is this course equivalent to upper-level (300-400 level) or lower-level (100-200 level) course work?
_____ Upper-Level _____ Lower-Level

This course will also be used to satisfy the following specific requirements in my department or program (check all that apply):

___ a departmental or program prerequisite	Comments: _____
___ a departmental or program requirement	Approval: _____
___ a prerequisite for an advanced course	Sign and print name _____
	Dept/Program _____ Date _____

STEP THREE: PREAPPROVAL FOR OTHER PROGRAMMATIC OR DEPARTMENTAL PURPOSES (for an outside course to fulfill a requirement for a department or program other than the home department or program for the course at Princeton; to be filled out and signed by a faculty representative from the relevant department or program).

This course will satisfy the following departmental or programmatic requirements:

___ a Teacher Preparation requirement	Sign and print name: _____
___ a requirement for a certificate in _____	Sign and print name: _____
___ a prerequisite or ___ a requirement for a department other than the home department.	
Name of department _____	Sign and print name: _____

STEP FOUR: S.E.A.S. APPROVAL (B.S.E. students only; to be filled out and signed by the Associate Dean of Engineering)

Comments: _____

This course _____ will _____ will not satisfy a B.S.E. requirement. If so, which one? _____

Approval: _____
(signature of Associate Dean of Engineering)

Date: _____

PLEASE SEE REVERSE

STEP FIVE: OFFICE OF THE DEAN OF THE COLLEGE APPROVAL (to be filled out and signed by the student's Dean or Director of Studies; or by Dean Kanach for all courses taken abroad.)

This course will be used to satisfy the following specific A.B. distribution requirement at Princeton: __LA; __SA; __ST

Comments: _____

Approval: _____
(signature of Dean/Director of Studies)

Date: _____

INSTRUCTIONS TO STUDENTS

1. Use a separate form for each course (exception: you may use a single form for a two-semester sequence – e.g., General Chemistry 1 and 2).
2. Step Two: You must have the course information reviewed and approved by a faculty member of the department or program where the outside course would be based were it offered at Princeton. Please take the form to the appropriate Departmental Representative or Program Director.
3. Step Three should be completed only if you wish to have the outside course satisfy a prerequisite or requirement in a department or program other than the home department. Please take the form to the appropriate Departmental Representative or Program Director for review.
4. After you have obtained the necessary approvals in Steps Two, Three, and Four, leave this form with your Dean or Director of Studies. **A copy of this form will be returned to you as certification that the course was pre-approved.**
5. After you have completed your course(s), order a transcript of your grade(s) to be sent to the dean of your residential college. All transcripts should be received two weeks prior to the start of your next term at Princeton.

GUIDELINES FOR APPROVING COURSES TAKEN AT OTHER INSTITUTIONS

1. The outside course must be offered by an accredited, four-year institution. Study abroad courses must appear on the transcript of a four-year institution. Online courses are ineligible for transfer credit.
2. In the case of summer courses, a one-term course must meet for a minimum of 4 weeks (5 weeks or more is preferable); a two-term course must meet for a minimum of 8 weeks (10 weeks or more is preferable). Each one-term course must meet for 30 hours or more. A course proposed for meeting a laboratory science (ST) requirement must include at least 30 hours of laboratory time in addition to 30 class hours. A course or set of courses proposed to substitute for a course in a foreign language must meet a total of 60 hours. The Program in Visual Arts does not normally approve outside courses for transfer credit, except as part of a study abroad program.
3. The content of an elective course should fit generally within the range of course offerings in a Princeton department or program. In the case of a course proposed to substitute for a prerequisite or required course in a Princeton department or program, the content should be substantially similar.
4. The Departmental Representative or Program Director may request information about the course beyond the catalog description, such as a reading list, the names of required texts, and the kinds of examinations, reports, lab projects, or papers used to test the student's mastery of the course. Assessment based solely on multiple-choice tests, for instance, is generally not accepted.

REGULATIONS CONCERNING CREDIT FOR COURSES

1. In any one summer, only two courses can be taken for Princeton credit.
2. Over his or her entire Princeton career, an A.B. student is permitted to count **a maximum of three courses** taken at other institutions for credit towards the Princeton degree; a B.S.E. student is permitted to count **a maximum of four** such courses for credit towards the Princeton degree.
3. A maximum of two outside courses may be used to fulfill A.B. distribution requirements, and only one per distribution area, in the following areas: LA, SA, ST.
4. In rare circumstances, a department may approve one outside course to count as a departmental.
5. Credit will be granted only if the student earns a grade of "C" or higher. A "C-" is not acceptable. Courses cannot be taken on a P/F basis.
6. A student cannot receive credit both for a course taken at another institution and for its Princeton equivalent.
7. Language courses that are the equivalent of 100-level courses at Princeton will receive a total of **ONE** course credit at Princeton, provided that the student upon returning to Princeton then takes the department's placement exam **AND** places out of all 100-level courses in the language.
8. Courses approved for Princeton credit and passed with a grade of C or better will appear with transfer credit instead of a grade on the Princeton transcript after the receipt of an official transcript from the sponsoring institution.