

Princeton University
Office of the Dean of the College
APPROVAL FOR AN ONLINE COURSE TAKEN AT ANOTHER INSTITUTION
Spring 2021

GUIDELINES FOR COURSES TAKEN AT OTHER INSTITUTIONS

1. The outside course must be offered by an accredited, four-year institution. The course must be part of the institution's regular curriculum and count to advance degree progress for enrolled, degree-seeking students in the institution's B.A. or B.S.E. degree program. Courses must be the equivalent of a semester-long course; courses on a trimester or quarter schedule will only be accepted if they meet the threshold for instructional hours and are comparable to semester courses in material and coverage.
2. These courses may be taken either during the summer or in terms when the student is not enrolled at Princeton.
3. In the case of summer courses, the equivalent of a one-term course should meet for a minimum of 4 weeks and should normally include at least 30 hours of recorded lectures, interactive activities, or direct, live instruction. A course or set of courses proposed to substitute for a course in a foreign language should meet a total of 60 hours. Please note that many departments (e.g. Math, Economics, Physics) impose additional requirements and restrictions: check with departmental or program websites to determine the specifics of what they require.
4. Normally, the course should have a minimum of three significant and ideally varied assignments over the duration of the course (exams, papers, problem sets, graded participation, etc.). The work for the course should approximate the depth and rigor of a regular Princeton course.
5. Coursework must be graded. Transfer credit requires a letter grade of C or better, unless the institution is offering courses on a pass/fail basis only. It is expected that there will be feedback provided to the student by the instructor on work submitted.
6. If the student is taking a laboratory course, for instance, to meet a BSE or science department requirement, the course may require substantial hours of lab time. Online courses taken to substitute for laboratory courses normally taught at Princeton must have an appropriate component involving the observation of experiments and analysis of results in addition to the presentation of scientific principles. Check with the appropriate Director of Undergraduate Studies or Program Director in the relevant department for more details. Laboratory courses may only be used to satisfy the STN/SEN distribution requirement; no general education credit will be granted for the STL/SEL through a transfer course.
7. 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.
8. The Director of Undergraduate Studies 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.

REGULATIONS CONCERNING CREDIT FOR COURSES

1. In any one summer, only two courses can be taken for Princeton credit.
2. Over a student's 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, SEN. (Laboratory courses taken outside of Princeton may only be used to fulfill the SEN requirement.)
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 an elected pass/fail basis.
6. A student cannot receive credit both for a course taken at another institution and for its Princeton equivalent.
7. One course credit can be granted for a 100-level language course provided the course/s are preapproved by the department and the department determines at the conclusion of the preapproved summer study that the student has progressed beyond the 102 level. Credit for 100-level language courses beyond 102 may be granted if preapproved by the department and the department determines that the student has proceeded beyond the expected language level for that course. Credit will be given for the final course in an introductory sequence only if the student passes the department placement test. All language courses must have 60 contact hours and meet for a minimum of 4 weeks.
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.

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INSTRUCTIONS FOR STUDENTS

- ✓ Review the “Guidelines for Approving Courses at Other Institutions,” above. Use a separate form for each course. (Exception: you may use a single form for the equivalent of a two-semester sequence – e.g., General Chemistry I and II.)
- ✓ You must have the course information reviewed and approved by the appropriate Director of Undergraduate Studies or Program Director in the department or program where the outside course would be taught, were it offered at Princeton.
- ✓ After you have obtained the necessary approvals in Steps Two (and Three and Four, if necessary), Step Five is to send this form **and all necessary attachments** to your Dean or Director of Studies (for courses taken through U.S. institutions) or to the Office of International Programs (for courses taken through schools abroad). A copy of this form will be returned to you as certification that the course was pre-approved for transfer credit.
- ✓ After you have completed your course(s), order a transcript of your grade(s) to be sent to the Dean or Director of Studies of your residential college (or OIP). All transcripts should be received two weeks prior to the start of your next term at Princeton.

STEP ONE: To be completed by student.

Student Name: _____ **Class Year:** 20____
Butler First Forbes Mathey Rockefeller Whitman

Degree: A.B. B.S.E. **Department/Concentration:** _____

E-mail address: _____ **PU ID#** _____

Duration of Course: _____ **Start Date:** _____ **End date:** _____

Institution offering Online Course: _____

City, State, and Country Institution located in: _____

Title of Course: _____

Does this course have a minimum of three (3) graded assignments? Yes No

Total number of class hours per week: _____ **Interactive or synchronous hours per week:** _____

Recorded hours of lecture per week: _____

Will this course be used to remove a course deficiency? Yes No

Are you requesting to satisfy a specific A.B. distribution requirement at Princeton with this course? Yes No

If so, which requirement? LA SA SEN

Note: *A maximum of two outside courses may be used to fulfill distribution requirements and only one outside course in any single distribution area. Outside courses with or without a lab may count only for SEN credit; you must still complete at least one SEL course at Princeton.*

Before presenting completed form for approval **you must attach photocopies** of the following information:

- 1) A detailed description of the course including a syllabus that outlines:
 - a) Description, frequency and duration of course instruction sessions
 - b) A list of assignments that reflects a minimum of three (3) significant and varied requirements over the duration of the course (exams, papers, problem sets, graded participation, etc.)
 - c) Texts, articles, etc. to be used
- 2) A screenshot or scanned copy of the course listing in the institution catalog that shows it is a regularly offered course normally offered in a semester time frame. Courses normally offered in a trimester or quarter time frame will not be approved.

STEP TWO: Preapproval for Princeton University Credit

To be completed by relevant department Director of Undergraduate Studies or Program Director

This course Meets Does not meet the standards for Princeton credit.

Requirement fulfilled: LA SA SEN/STN

Analogous Course at Princeton (if applicable): _____

If there is no analogous course offered at Princeton, is this course equivalent to upper-level (300-400 level) or lower-level (100-200 level) course work?

Lower-level Upper-level

Does this course require an appropriate amount of work beyond the online instruction time? Yes No

Comments:

Department or Program: _____ Date: _____

Approval Signature: _____ Print name: _____

STEP THREE: Preapproval for course to satisfy departmental or program requirements (if necessary)

Note: This section only needs to be completed if the student is seeking to have the transfer course fulfill a requirement or prerequisite for a concentration or certificate program. For instance, a student seeking to use a MAT course as an ECO prerequisite would require first the approval of the MAT department and the additional approval from the ECO department.

Do you approve this course for Princeton credit and also to satisfy requirements for the department or program?

Yes No

Check all that apply: Requirement for department or program
Prerequisite for department or program
Prerequisite for an advanced course

Department or Program: _____ Date: _____

Approval Signature: _____ Print name: _____

Comments:

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

This course Will Will Not satisfy a B.S.E requirement.

If so, which one? _____

Date: _____

Approval Signature: _____ Print name: _____

Comments:

STEP FIVE: For domestic courses, the final step is approval by the Office of the Dean of the College Approval (your Dean or Director of Studies). International courses must be approved by Gisella Gisolo, (Director of Study Abroad)

Date: _____

Approval Signature: _____ Print name: _____

Comments: