

## APPROVAL FORM FOR COURSES TAKEN AT OTHER INSTITUTIONS

***Completed forms must be submitted to residential college dean/director of studies or director of study abroad by Tuesday, May 3, 2022***

***Full approval MUST be received prior to the start of the course***

### INSTRUCTIONS FOR STUDENTS:

- ✓ Review the "[Guidelines for Approving Courses at Other Institutions](#)." 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 are responsible for sharing this form with the necessary parties. After you have completed steps two and three (and four and five, if necessary), Step Six 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 Gisella Gisolo, director of study abroad (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 to the director of study abroad). All transcripts should be received two weeks prior to the start of your next term at Princeton.

### STEP ONE: Student Contact Information and Course Details

➤ *To be completed by the student*

Before sharing this form in step two, you **must** identify the following information and attach it with the form:

- 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 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 unless they meet the threshold for instructional hours and are comparable to a semester course in material and coverage.

Student Name:

Class Year: 20\_\_\_\_\_

College:

Degree:

Concentration (if applicable):

Email address:

PU ID#

Institution Offering Course:

**City, State, and Country of Institution:**

**Full Title of Course:**

**Course Number:**

**Course Start Date**

**Course End Date:**

**Duration of Course in Weeks:**

**Total Number of Course Meeting Hours per week:**

**Is this course offered online or in-person?**

**Will this course be used to remove a course deficiency?**

**Are you requesting to satisfy a specific A.B. distribution requirement at Princeton with this course?**

**If so, which requirement?**

**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 lab may count only for SEN credit; you must still complete at least one SEL course at Princeton.*

**STEP TWO: Administrative Review**

- *For domestic courses, to be completed by the student's dean or director of studies; for international courses, to be completed by Gisella Gisolo, director of study abroad*

**Does this course meet the basic administrative criteria for transfer credit?**

**Office:**

**Comments:**

**Print name:**

**Reviewer Signature:**

**Date:**

**STEP THREE: Preapproval for Princeton University Credit**

- *To be completed by the relevant department director of undergraduate studies or program director*

**Does this course meet standards for Princeton credit?**

**Requirement fulfilled (if applicable):**

**Equivalent course at Princeton (if applicable):**

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

**Department or Program:**

**Comments:**

**Print Name:**

**Approval Signature:**

**Date:**

**STEP FOUR: Preapproval for Course to Satisfy Departmental or Program Requirements, if necessary**

➤ *To be completed by relevant director of undergraduate studies or program director*

*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 to satisfy requirements for the department or program?**

**Check all that apply:**

**Requirement for department or certificate program**

**Prerequisite for department or certificate program**

**Prerequisite for an advanced course**

**Department or Program:**

**Comments:**

**Print Name:**

**Approval Signature:**

**Date:**

**STEP FIVE: SEAS Approval**

➤ *B.S.E. students only; to be filled out and signed by the associate dean of engineering*

**Will this course satisfy a B.S.E. general requirement?**

**If so, which one?**

**Comments:**

**Print Name:**

**Approval Signature:**

**Date:**

**STEP SIX: ODOC Approval**

➤ *Return form to your residential college dean/director of studies or to Gisella Gisolo, director of study abroad*

**Office:**

**Comments:**

**Print Name:**

**Approval Signature:**

**Date:**