

PLEASE READ [THE INSTRUCTIONS](#) ON THE BACK OF THIS FORM!

Your Name \_\_\_\_\_ Graduation (mo/yr) \_\_\_\_\_

Major advisor \_\_\_\_\_ Email address \_\_\_\_\_

Mailbox number \_\_\_\_\_ Cell phone \_\_\_\_\_

Are you a POLITICAL SCIENCE Major? Yes  No

Transfer student? Yes  No

Was course preapproved? (*if taken abroad*) Yes  No

Course for which you are requesting major credit:

When was this course taken? Fall  Spring  Summer  Year \_\_\_\_\_

Number & Title \_\_\_\_\_ Credit Points \_\_\_\_\_

Where taken \_\_\_\_\_ Grade \_\_\_\_\_

Brief description of topics covered, reading, paper assignments, etc.:

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Is there an equivalent course at Barnard? If yes, please list:

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Are you requesting as an elective course?

Are you requesting as an introductory course?

*Please remember to attach supporting documentation: reading lists, syllabi, catalogue descriptions, and/or papers written.*

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For Department Action Only

Major credit granted as elective

granted as introductory

Signature \_\_\_\_\_ Date \_\_\_\_\_

POLITICAL SCIENCE Department Representative (or Chair)

Course Approval Request  
for Credit toward the  
POLITICAL SCIENCE Major

The reverse side of this form **must** be completed and approved in order for any Political Science course NOT listed in the Barnard College catalogue to be credited toward the **ten courses** required for the Political Science major. Please note that this procedure is **separate** from what the Registrar requires for course credit toward degree requirements. A course may be credited toward the 120 points required for graduation, but will not be counted as satisfying major requirements until this form has been completed and approved.

Only three total of the required classes for the major can be from outside of the Barnard Political Science catalog. This includes classes from other schools, study abroad, and other departments that are not cross-listed by Political Science. Any class with a POLS prefix at Barnard or Columbia, or a class that is cross-listed in our catalog, counts as a Barnard Political Science class and does not require approval.

#### WHO MUST FILE THIS FORM

1. TRANSFER STUDENTS MAJORING IN POLITICAL SCIENCE who wish to have political science courses taken at their previous college counted toward the Political Science major here at Barnard. Please note that **at least 7 of the 10** required major courses must be taken while the student is enrolled at Barnard.
2. POLITICAL SCIENCE MAJORS STUDYING AWAY FROM BARNARD. A student may use up to TWO courses from one semester away toward the Barnard Political Science major and up to three courses from a full year away.
3. POLITICAL SCIENCE MAJORS TAKING SUMMER COURSES at Columbia University, or elsewhere, which they wish to have counted toward their Political Science major.
4. POLITICAL SCIENCE MAJORS TAKING COLUMBIA UNIVERSITY COURSES which are NOT cross-listed in the Barnard catalogue and which they wish to have counted toward their Political Science major.

#### HOW TO FILE THIS FORM

Please provide the information requested and then take this form to the Departmental Representative (or to the Chair) together with all supporting documents, such as reading lists, syllabi, catalogue descriptions, and papers written.

If your request is approved, submit this signed form to the Department Administrator. You can bring a hard copy to 1113 Milstein, or email a scanned version to [polsci@barnard.edu](mailto:polsci@barnard.edu).

Once you have filed this approval with the department, you can update your degree audit with the "Request Change to your Degree Audit" form, found in the "Slate for Students" forms library.

*Unless this procedure is followed, your transcript CANNOT be certified for graduation!*