

Course Approval Request Form

For Credit Toward the Political Science Major/Minor

Please read the instructions on the back of this form before you begin!

Your Name:	
Graduation Month/Year:	
Major Advisor's Name:	
Your Email Address:	

Are you a Political Science... Major Minor
 Are you a transfer student? Yes No

What type of course are you requesting credit for?

- Study Abroad
- Transfer from previous institution
- Transfer from different CU school or BC department

If you marked "Study Abroad" above, did you obtain pre-approval for this course on Slate?

- Yes
- No

Type of credit requested?

- Introductory course
- Elective course

When was this course taken?	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:
Course Number:	Course Title:			
Where was this course taken?	Credits?	Grade Received?		

Have you previously had any other courses approved for credit toward the major? Please list them below:

	Course Name	Year/Semester Taken	Institution	Approver
1.				
2.				
3.				

Please attach the course syllabus. If your request is approved, please file a [Degree Audit Change Request Form](#) on Slate.

Department Use Only

Major Credit granted as introductory course granted as elective course denied
 Minor Credit granted denied
 Signature of Associate Chair or Chair: _____ Date: _____

What is this form?

In order for any Political Science course that is NOT listed in the Barnard College Catalogue to be credited toward the ten courses required for the Political Science Major, the reverse side of this form must be completed by the student and approved by the Political Science Department Chair or Associate Chair.

Please note that this procedure is separate from the Registrar's requirements for course credit toward the completion of your Bachelor's degree or GER courses. A course may be credited toward the 122 credits (121 for transfer students) required for graduation, but will not be counted as satisfying major requirements until this form has been completed and approved. Please note that the Registrar or Dean's office does not grant approval for a course to count toward the major; only the Political Science Chair or Associate Chair may do so.

Along with this form, students must include a copy of the syllabus for the course in question. If necessary, the Chair or Associate Chair may ask you to include a reading list (if it is separate from the syllabus), a catalog description, or written work from the course.

Please note that students may request a **MAXIMUM** of **THREE** transfer courses toward the major.

Who should use 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 **six** out of the **ten** required courses for the major must be taken while the student is enrolled at Barnard.
2. POLITICAL SCIENCE MAJORS STUDYING ABROAD. A student may transfer up to **two** courses if they study abroad for one semester; they may transfer up to **three** courses if they study abroad for two semesters.
3. POLITICAL SCIENCE MAJORS TAKING NON-BARNARD COURSES DURING THE SUMMER. This includes courses at Columbia University or other external institutions.
4. POLITICAL SCIENCE MAJORS TAKING BARNARD OR COLUMBIA COURSES IN ANOTHER DEPARTMENT, which are **NOT** [cross-listed in the Barnard catalogue](#) and which they wish to have counted toward their Political Science major.
5. POLITICAL SCIENCE MINORS who wish to have a course from an external institution counted toward their minor. A maximum of **one** course can be transferred toward the minor.

How to file this form

Please complete the first page of this form and provide the requested information. Email this form to the Department Chair or Associate Chair along with the course syllabus and any other requested supporting documents.

If your request is approved, submit the signed form to the Department Administrator at polisci@barnard.edu. If the Chair approves the courses via email, please forward that email to polisci@barnard.edu. To have the course appear on your Degree Audit, you must file a [Degree Audit Change Request Form](#) on Slate. The Department Administrator will approve this form based on the documentation you have provided, and the Registrar will update your Degree Audit manually.

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