

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.:

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

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.

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.

Along with this form, students must include a copy of the syllabus for the course in question. If there is a reading list for the course that is separate from the syllabus, please include that as well. If possible, catalog descriptions and written assignments for the class are helpful as well.

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 6 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 email this form to the Department Chair together with all supporting documents; the syllabus and any separate reading list is mandatory, and other material such as catalogue descriptions and papers written are helpful as well.

If your request is approved, submit this signed form to polsci@barnard.edu. You can email a form with a digital signature, or simply forward an email from the Department Chair that indicates their approval alongside the filled out form.

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